



Go Green by [signing up for e-Invoicing](#). It's easy, convenient, and secure to get your invoice by email delivery. Sign up today and enjoy all the benefits of paperless billing.

- **Easy for you** – open an email instead of an envelope
- **Good for the environment** – less paper means less waste
- **Secure for your office** – invoice pdf is emailed to a designated party or parties

1 The Invoice covers online services such as Westlaw, CLEAR, Practical Law, eDiscovery, and various software products.

2 High-level invoice information including the account name, invoice number, account number, invoice date, and any applicable purchase order number.

3 Identify your Total Due and Payment Due by information at a glance. If you have set up recurring monthly payments you will see 'Autopay' in place of the Total Due and Payment Due by information. Do not remit separate payment; your automatic payment is already scheduled.
Related Articles: [How do I set up automatic payments from my credit card?](#) & [How do I set up automatic payments from my checking account?](#)

4 Your tax rate is unique to your location, product, and account.
Related Article: [How do I add my tax-exempt status to my account?](#)

5 The first invoice page features a rolled-up summary of your invoice broken out into two key types of charges: subscription charges and out of plan charges.

6 Messages impacting your amount due will appear in this space. E.g., Prepayment information and service suspension dates. If applicable, the Total Due will be adjusted.

Related Article: [How do I set up a prepayment?](#)

7 The Billing note and Self-Service online resources sections will contain information of importance for your invoice and resources that will save you time. Check it monthly for current messages.

8 If you have automatic payments set up, you will see 'Autopay' in the Invoice due date and Amount due fields. Your expected payment withdrawal date will be visible in place of this generic message. Your invoice will display 'Total Invoice Amount will be withdrawn on or after XX/XX/XXXX'.

9 Go Green by paying electronically on [MyAccount](#) with a one-time or recurring payment. When paying your invoice via paper check, remit payment to our payment address.

Related Articles: [How do I manage my account online?](#) [What methods can I use to make a payment?](#)

1 Invoice

THOMSON REUTERS®
 Thomson Reuters
 West Publishing Corporation
 610 Opperman Drive
 Eagan MN 55123-1396

TANYA TESTING ACCOUNT

Invoice #: 800000005
 Account #: 1004315216
 Invoice date: December 1, 2020
 Purchase order #:

TANYA TESTING ACCOUNT
 610 OPPERMAN DR
 EAGAN, MN 55123-1340

Total Due in USD
5,363.89
 Payment Due by
December 31, 2020

Proof

Summary	Charge USD	Tax USD	Total USD
ONLINE/SOFTWARE SUBSCRIPTION CHARGES	5,006.52	327.00	5,333.52
ONLINE/SOFTWARE OUT OF PLAN CHARGES	30.00	0.37	30.37
TOTAL INVOICE AMOUNT	5,036.52	327.37	5,363.89

5 **6** **7** **8** **9**

Billing Note
 NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at legal.thomsonreuters.com/en/support.

Self-Service online resources
 Sign up for E-delivery of invoices at: <http://ebilling.thomsonreuters.com>
 To manage your account sign up at MyAccount: <http://myaccount.tr.com/westlaw>
 For online support contact us at: <http://legal.thomsonreuters.com/en/support>

8 **10004315216 A**
Include this portion with your payment - Folding and stapling may delay your payment.

TANYA TESTING ACCOUNT
 Invoice #: 800000005
 Account #: 1004315216
 Invoice date: December 1, 2020
 Federal Tax ID: 41-1426973
 VAT reg #: EU372021573/GB369490158

Pay online:
 Log on to <http://myaccount.tr.com/westlaw> to make the payment electronically. Set up your payment to be withdrawn electronically using direct debit or credit card.

8 Invoice due date: December 31, 2020
 Amount due in USD: 5,363.89

Amount enclosed: _____

9 **Please make checks payable to:**
 Thomson Reuters - West
 Payment Center
 P.O. Box 6292
 Carol Stream, IL 60197-6292

0800000005 0000000000000000000000 20201201 ZCPG 000536389 0010 1004315216 2

10 Accounts with multiple locations will now receive invoices with a 'Product summary all locations' page which shows a rolled up summary of all Subscription and Out of Plan Charges across all locations.

11 Online/Software Subscription Charges section will show your contracted charges for all locations.

Products will be displayed in alphabetical order.

12 Usage/service period dates will appear above the product description.

13 The Unique identifier is a number assigned to your purchase for easy identification, this is not your order number. Your purchase may be itemized by tax description for proper allocation.

14 This is your total of all contracted charges for all locations including tax.

15 Online/Software Out of Plan Charges, or ancillary/excluded charges, are only incurred when you access content outside of your contracted plan for all your locations.
Related Article: [What are Out of Plan Charges?](#)


16 Out of Plan charges are charged in units of either database time, transactions, or documents/lines.
[QuickView+](#) is a free and secure billing and reporting service that provides access to usage and charges by our online services such as Westlaw and CLEAR.
Related Article: [How do I utilize QuickView+ to view my online usage?](#)

17 These values displayed are net values of your out of plan charges.

18 This is your Out of Plan Charges Total for all your locations.

19 This is the total value of your invoice, including applicable tax, which is comprised of Subscriptions charges and Out of Plan Charges for all of your locations.

Invoice

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TANYA TESTING ACCOUNT

Invoice #: 800000005
Account #: 1004315216
Invoice date: December 1, 2020
Purchase order #:

10 Product summary all locations

Proof

11 Online/Software Subscription Charges

Product Detail	Units	Charge USD	Tax USD	Total USD
November 1, 2020 - November 30, 2020				
WEST PROFLEX (Unique Identifier 0000097331) DATABASE CHARGES		5,006.52	327.00	5,333.52

14 Online/Software Subscription Charges Total USD 5,333.52

15 Online/Software Out of Plan Charges

Usage Period: November 1, 2020 - November 30, 2020

Product Detail	Units	Charge USD	Tax USD	Total USD
WESTCLIP OTHER	90	30.00	0.37	30.37

The values displayed are net totals. If adjustments were applied see the Account location detail pages for additional information.

18 Online/Software Out of Plan Charges Total USD 30.37

19 Total USD 5,363.89

20

Accounts with multiple locations will now receive invoices with an 'Account totals by location' page which shows a breakdown of Subscription and Out of Plan Charges by location.

21

Accounts will be sorted by location number and reference # in a chronological order.

22

This is the total value of your invoice, including applicable tax, which is comprised of Subscriptions charges and Out of Plan Charges for all of your locations.

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TANYA TESTING ACCOUNT

Invoice #: 800000005
Account #: 1004315216
Invoice date: December 1, 2020
Purchase order #:

20

Account totals by location

Proof

Location	Subscription Charges USD	Out of Plan Charges USD	Tax USD	Total USD
1004315216 Reference # 6000000001 TANYA TESTING ACCOUNT 610 OPPERMAN DR EAGAN, MN 55123-1340	5,006.52	0.00	327.00	5,333.52
1004930626 Reference # 6139196604 MIKE TESTING ACCOUNT 620 OPPERMAN AVE BURNSVILLE, MN 55306-5140	0.00	30.00	0.37	30.37
TOTAL USD				5,363.89

21

22

23

For accounts with multiple locations, following your Account totals by location you will see a breakdown of individual charges grouped by account location and charge type that correlate to the Summary section totals appearing on page one.

24

If you have a Purchase Order Number set up it will appear just below the Invoice Number.

Related Article: [How do I include a purchase order number on our account?](#)

25

The account number, reference number, account name, and address will appear above the Subscription and Out of Plan charges detail incurred by that location. If your organization has multiple locations they will be separated by a grey line. Each location is assigned a reference number that begins with a '6'. Utilize this number when paying for a particular line item or when inquiring about specific charges with Customer Service.

26

Online/Software Subscription Charges are your contracted charges.

27

Usage/service period dates will appear above the product description.

If your service stopped or started mid-month you will see the adjusted date range of the charges along with a note indicating "The charge reflects a prorated amount and not a full month's charge."

28

Online/Software Out of Plan Charges, or ancillary/excluded charges, are only incurred when you access content outside of your contracted plan.

Related Article: [What are Out of Plan Charges?](#)

29

Out of Plan Charges are charged in units of either database time, transactions, or documents/lines.

[QuickView+](#) is a free and secure billing and reporting service that provides access to usage and charges by our online services such as Westlaw and CLEAR.

Related Article: [How do I utilize QuickView+ to view my online usage?](#)

30

Each account location will have a Location Total, which is a sum of the subscription and out of plan charges.

31

At the end of the Account location detail section, there will be a grand TOTAL which will correlate to the total invoice amount.

Invoice



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TANYA TESTING ACCOUNT

24

Invoice #: 843575741
Account #: 1000486848
Invoice date: December 1, 2020
Purchase order #:

23 Account location detail

Proof

Product Detail	Units	Charge USD	Tax USD	Total USD
<p>25</p> <p>1004315216 Reference # 600000001 TANYA TESTING ACCOUNT 610 OPPERMAN DR EAGAN, MN 55123-1340</p>				
Online/Software Subscription Charges				
<p>26</p> <p>November 1, 2020 - November 30, 2020 WEST PROFLEX (Unique Identifier 0000097331) DATABASE CHARGES</p>				
		5,006.52	327.00	5,333.52
Online/Software Subscription Charges Total USD				5,333.52
Location Total USD				5,333.52
<hr/>				
<p>1004930626 Reference # 6139196604 MIKE TESTING ACCOUNT 620 OPPERMAN AVE BURNSVILLE, MN 55306-5140</p>				
Online/Software Out of Plan Charges				
<p>28</p> <p>Usage Period: November 1, 2020 - November 30, 2020</p>				
WESTCLIP OTHER	90	30.00	0.37	30.37
Online/Software Out of Plan Charges Total USD				30.37
Location Total USD				30.37
<hr/>				
Total USD				5,363.89

* Indicates system credit

33

The Monthly Account Summary is an added enhancement to your normal invoice. The Monthly Account Summary is a comprehensive report of all account activity for the current subscription billing period.

34

This is the billing account number associated with the transactions included on the Monthly Account Summary.

35

The sections will be broken into Cleared Charges, Open Balance and Open Prepayment. In the Cleared Charges section you will see a summary of all the cleared charges for the billing account number noted. The timeframe of the summary will cover the 30 days prior to the invoice date.

36

The Open Balance section will list all open charges or credits as of the invoice date.

37

If applicable, the Open Prepayment section will list any and all active prepayments currently set up on your billing account. The Amount will display the remaining prepayment balance as of the invoice date.

37

If you still have questions on your invoice or Monthly Account Summary, please have your billing account number available when contacting us for the fastest resolution.

Call us Monday through Friday
7:00 a.m. - 7:00 p.m. CST

1-800-328-4880

Note: All prices and account details on this invoice have been modified and are for example purposes only.

TANYA TESTING ACCOUNT

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33

Monthly account summary

34

Account #: 1000486848

35

Charges cleared between November 2, 2020 and December 1, 2020

Document date	Document #	Description	Amount USD	Notes
10/01/2020	0800000006	Online Invoice	5,363.91	
11/03/2020	000012345	Payment Received	-5,363.91	PAYMENT RECEIVED - THANK YOU

36

Open charges as of December 1, 2020

Document date	Document #	Description	Amount USD	Notes	Due Date
11/01/2020	0800000007	Online Invoice	5,363.88		12/01/2020
12/01/2020	0800000005	Online Invoice	5,363.89		12/31/2020
12/01/2020	0800000008	Subscription Invoice	79.90		01/03/2021

Open charges in USD as of December 1, 2020 **10,807.67**

37

The Monthly account summary is a comprehensive report of all account activity for the current subscription billing period. Payments made within the last 48 hours may not be included. Go to <http://myaccount.tr.com/westlaw> if more details are needed around these invoices or payments.

If you have questions about your outstanding balance, please contact our Accounts Receivable department by calling 1-800-522-0552 and select account information.