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- **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** Usage Report shows the detailed usage by location. Opting out is available through Customer Service. Additional reporting features are available on QuickView+. [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 Articles:** [What are Ancillary Charges?](#) [How do I utilize QuickView+ to view my online usage?](#)

**2** High-level invoice information including the billing account name, billing account number, and the Invoice number related to this Usage Report (your invoice number followed by -DDR).

**3** The type of report you receive will be displayed along with the usage period. Reports are available by either:

- Client Reference by User by Day Detail *\*shown here*
- User by Client Reference by Day Detail

Contact Customer Service if you would like to change your report type. Easy Import (CSV) sign-up is available through your e-Invoice email.

**4** The column headers are Client/Reference, Database Time, Docs/Lines, and Total USD\*. The Usage Location information will separate the details by location.

**5** Client/Reference is the identifier entered at the beginning of your usage session by the end user. Following the Client/Reference, the end user's contact number and name are displayed.

**6** The individual usage sessions by Client/Reference will be separated by date as well as by Included and Excluded charges.

**7** Totals will calculate by Client/Reference as well as by Included and Excluded charges.

**1** **Usage Report**  
**THOMSON REUTERS\***  
 Thomson Reuters  
 West Publishing Corporation  
 610 Opperman Drive  
 Eagan, MN 55123-1396

**2** **TANYA TESTING ACCOUNT**  
 Account #: 100000001  
 Invoice #: 80000001-DDR

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

Proof

The rates used to calculate client/reference charges have been designated by subscriber or are based on retail rates.

Subscriber agrees not to disseminate this report to any third party or to represent the charges as actual online charges.

**3** **Client Reference by User by Day Detail**  
 Usage Period: November 01, 2019 - November 30, 2019

Client/Reference	Database Time	Transactions	Docs /Lines	Total USD*
Usage Location: 100000001				
Reference #: 600000001-DDR				
TANYA TESTING ACCOUNT				
CS DEPARTMENT				
610 OPPERMAN DRIVE				
EAGAN, MN 55123-1340				
<b>0001 UNIQUE CLIENT ID</b>				
700000003 DOE, JILL				
11/25/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES		12		1,868.30
DOCUMENT DISPLAYS ITMCR		10		555.26
KEYCITE		1		0.00
11/25/2019 TOTAL INCLUDED CHARGES				2,423.56
11/28/2019 SPECIAL PRICING EXCLUDED CHARGES				
TRANSACTIONAL SEARCHES		2		311.38
11/28/2019 TOTAL EXCLUDED CHARGES				311.38
<b>TOTAL 001 UNIQUE CLIENT ID INCLUDED CHARGES</b>				<b>2,423.56</b>
<b>TOTAL 001 UNIQUE CLIENT ID EXCLUDED CHARGES</b>				<b>311.38</b>

\*Includes applicable taxes

100000001 Z A

8

Each Client/Reference will be separated, and have individual Totals separated by included and excluded charges.

9

Each location will have a grand Total of Included and Excluded charges.

### Digital Detail Reporting

**THOMSON REUTERS\***  
Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan, MN 55123-1396

#### TANYA TESTING ACCOUNT

Account #: 1000000001  
Invoice #: 800000001-DDR

#### Client Reference by User by Day Detail

Usage Period: November 01, 2019 - November 30, 2019

Client/Reference	Database Time	Transactions	Docs /Lines	Total USD*
<b>0002 UNIQUE CLIENT IDENTIFIER</b>				
<b>400000001 SMITH, JANE</b>				
11/22/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES		2		311.38
DOCUMENT DISPLAYS		2		111.05
11/22/2019 TOTAL INCLUDED CHARGES				422.43
11/28/2019 SPECIAL PRICING EXCLUDED CHARGES				
TRANSACTIONAL SEARCHES		7		1,089.84
DOCUMENT DISPLAYS		38		
11/28/2019 TOTAL EXCLUDED CHARGES				1,200.89
<b>TOTAL 00002 UNIQUE CLIENT IDENTIFIER INCLUDED CHARGES</b>				<b>422.43</b>
<b>TOTAL 00002 UNIQUE CLIENT IDENTIFIER EXCLUDED CHARGES</b>				<b>1,200.89</b>
<b>0003 UNIQUE CLIENT IDENTIFIER</b>				
<b>700000000 DOE, JON</b>				
11/05/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES			14	2,179.68
DOCUMENT DISPLAYS			16	.00
11/05/2019 TOTAL INLCUDED CHARGES				2,179.68
11/11/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES			2	311.38
DOCUMENT DISPLAYS			3	0.00
11/11/2019 TOTAL INCLUDED CHARGES				311.38
11/21/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES			1	155.69
DOCUMENT DISPLAYS			4	0.00
11/21/2019 TOTAL INCLUDED CHARGES				155.69
<b>TOTAL 0003 UNIQUE CLIENT IDENTIFIER INCLUDED CHARGES</b>				<b>2,491.06</b>
<b>TOTAL 0003 UNIQUE CLIENT IDENTIFIER EXCLUDED CHARGES</b>				<b>155.69</b>
<b>TOTAL CHARGES ASSIGNED TO LOCATION</b>				<b>7,005.01</b>
*Includes applicable taxes	100000001	Z		A

10 The type of report you receive will be displayed along with the usage period.

11 Each new location will begin on a new page. The column headers are Client/Reference, Database Time, Transactions, Docs/Lines, and Total USD\*.

12 Any applicable credits, which does not include tax, will be listed for awareness. Refer to Invoice for total amount due.

If you still have questions on your invoice or Usage Report, 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.

## Digital Detail Reporting

**THOMSON REUTERS\***  
Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan, MN 55123-1396

### TANYA TESTING ACCOUNT

Account #: 1000000001

Invoice #: 841439601-DDR

### 10 Client Reference by User by Day Detail

Usage Period: November 01, 2019 - November 30, 2019

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Usage Location: 1000000002  
Reference #: 6000000220-DDR  
MIKE ELERT TESTING  
CS DEPT  
100 TIMES SQUARE  
FARMINGTON, MN 22001-1001

#### CLIENT IDENTIFTER 1

**400000123 SMITH, JANE E**

Client/Reference	Database Time	Transactions	Docs /Lines	Total USD*
11/22/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES			2	311.38
DOCUMENT DISPLAYS			2	111.05
11/22/2019 TOTAL INCLUDED CHARGES				422.43
11/28/2019 SPECIAL PRICING EXCLUDED CHARGES				
TRANSACTIONAL SEARCHES			7	1,089.84
DOCUMENT DISPLAYS			38	0.00
11/28/2019 TOTAL EXCLUDED CHARGES				1,200.89

**TOTAL CLIENT IDENTIFTER 1 INCLUDED CHARGES**

**422.43**

**TOTAL CLIENT IDENTIFTER 1 EXCLUDED CHARGES**

**1,200.89**

**TOTAL CHARGES ASSIGNED TO LOCATION**

**1623.30**

12

#### CREDITS NOT APPLIED TO CLIENT CHARGES

CR CID 83500-0-100000100001 U10000011 01/19/2020				4.00
OFFER CREDIT				884.00

\*Includes applicable taxes

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