



Go Green by [signing up for eBilling](#). 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** – just open an email instead of an envelope
- **Good for the environment** – less paper means less waste
- **Secure for your office** – invoice link is emailed to a designated party or parties

1 WEST INFORMATION CHARGES INVOICE covers charges for online services such as Westlaw, Clear, and Practical Law.

2 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?](#)

3 Date range of the specific service period this invoice covers.

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 If you have prepaid for your services you will see this message, including a running balance of your prepayment.  
**Related Article:** [How do I set up a prepayment](#)

6 The IMPORTANT NEWS section contains information that will help save you time. Check it monthly for current messages.

7 For our online products we bill in arrears meaning we bill the month after service was received. For example, the service period of this invoice is June 1-30, 2019 and the invoice date is July 1, 2019.

8 If you have set up recurring monthly payments you will see 'AUTO-PAY' in place of a dollar amount as the Amount Due. 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?](#)

9 When paying your invoice via check, remit payment to our Payment Address. Go Green by paying electronically on [MyAccount](#) with a one-time or recurring payment.  
**Related Articles:** [How do I manage my account online?](#) & [What methods can I use to make a payment?](#)

10 If you have more than one location, the account displayed at the top of the Billing Summary page is the account for which the charges on that particular page are allotted. Each location will have a unique account number and posting number.

11 If your service stopped or started mid-month you will notice pro-rated charges on your invoice.

12 Ancillary, or out-of-plan, charges are only incurred when you access content outside of your contracted monthly plan.  
**Related Articles:** [What are Ancillary Charges?](#)

13 Ancillary is charged in units of either transactions or usage minutes.  
[QuickView+](#) is a secure and free online billing and reporting service that provides access to Westlaw usage and charges.  
**Related Articles:** [How do I update who has access to QuickView?](#)

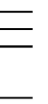
14 S = Subtotal  
 SG = Sub Grand Total  
 G = Grand Total

15 If you still have questions on your invoice, please have your billing account number available, located on the payment stub, when contacting us to ensure you are routed in the most efficient way.  
 Call us Monday through Friday  
 7:00 a.m. - 7:00 p.m. CST  
 1-800-328-4880



THOMSON REUTERS

ACCT# 1004930625  
 TOM R. WEST LLC  
 810 WINTER ST  
 EAGAN, MN 55123-1234



INVOICE # 834573774	WEST INFORMATION CHARGES INVOICE			PAGE 1
PO NUMBER: XXX	JUN 01, 2019 - JUN 30, 2019			
DESCRIPTION	CHARGE IN USD	TAX IN USD	TOTAL CHARGE IN USD	
WEST INFORMATION CHARGES	750.00	63.24	813.24	
5 TOTAL \$813.24 LESS PREPAYMENT \$800.00 AMOUNT DUE \$13.24 (REMAINING PREPAYMENT) \$0.00				
6 <b>IMPORTANT NEWS</b> TIME SAVING TIP: You can now find answers 24/7 to commonly asked customer service questions online at <a href="#">legalsolutions.com/support</a> . Find information on account maintenance, billing, returns, refunds, OnePass, orders, subscriptions, contracts and more.				

FOR BILLING INFORMATION CALL 1-800-328-4880

1004930625

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RETURN BOTTOM PORTION WITH PAYMENT

7 INVOICE # 834573774	15 WEST INFORMATION CHARGES
INVOICE DATE 07/01/2019	JUN 01, 2019 - JUN 30, 2019
ACCOUNT # 1004930625	
VENDOR # 41-1426973	
VAT REG# EU826006554	
8 AMOUNT DUE IN USD 13.24	
DUE DATE 07/01/2019	
AMOUNT ENCLOSED IN USD	
9 Thomson Reuters - West Payment Center P.O. Box 6292 Carol Stream, IL 60197-6292	TOM R. WEST LLC 810 WINTER ST EAGAN, MN 55123-1234

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ACCT# 1004930625

10 TOM R. WEST LLC  
 810 WINTER ST  
 EAGAN, MN 55123-1234

**IMPORTANT NEWS**  
 \* INDICATES A SYSTEM CREDIT  
 TIME SAVING TIP: You can now find answers 24/7 to commonly asked customer service questions online at [legalsolutions.com/support](#). Find information on account maintenance, billing, returns, refunds, OnePass, orders, subscriptions, contracts and more.

INVOICE # 834573774	BILLING SUMMARY				PAGE 1
POSTING # 6113778522	JUN 01, 2019 - JUN 30, 2019				
DESCRIPTION	UNITS	CHARGE IN USD	TAX IN USD	TOTAL CHARGE IN USD	
<b>DETAIL OF CHARGES</b>					
<b>WEST PROFLEX (96000)</b>					
MONTHLY CHARGES					
DATABASE CHARGES		200.00	16.88	216.88	
TOTAL MONTHLY CHARGES		200.00S	16.88S	216.88S	
TOTAL WEST PROFLEX (96000) CHARGES		200.00SG	16.88SG	216.88SG	
<b>NJ PRIMARY LAW RESOURCES ON WESTLAW</b>					
MONTHLY CHARGES					
DATABASE CHARGES		24.20	2.03	26.23	
(JUNE 01, 2019 - JUNE 05, 2019)					
DATABASE CHARGES		125.80	10.57	136.37	
(JUNE 06, 2019 - JUNE 30, 2019)					
TOTAL MONTHLY CHARGES		150.00S	12.60S	162.60S	
TOTAL NJ PRIMARY LAW RESOURCES ON WESTLAW CHARGES		150.00SG	12.60SG	162.60SG	
<b>NJ FORM FINDER ON WESTLAW</b>					
<b>ANCILLARY</b>					
WESTLAW USAGE CHARGES		400.00	33.76	433.76	
DOCUMENT DISPLAYS	8	400.00S	33.76S	433.76S	
TOTAL WESTLAW USAGE CHARGES		400.00SG	33.76SG	433.76SG	
TOTAL ANCILLARY CHARGES					
TOTAL DETAIL OF CHARGES		750.00SG	63.24SG	813.24SG	
TOTAL WEST INFORMATION CHARGES		750.00G	63.24G	813.24G	

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