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 If you have prepaid for your services, prepayment information will be listed beneath the Summary. The Total Due will be adjusted and the running remaining prepayment balance will be listed.

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 Your invoice will display '*Total Invoice Amount will be withdrawn on or after XX/XX/XXXX*'.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

2 **MIKE TESTING ACCOUNT**

Invoice #: 800000000
Account #: 1004930626
Invoice date: December 1, 2020
Purchase order #:

Proof

MIKE TESTING ACCOUNT
620 OPPERMAN AVE
BURNSVILLE, MN 55306-5140

3 Total Due in USD
2,240.33
Payment Due by
December 31, 2020

5 6

Summary	Charge USD	4 Tax USD	Total USD
ONLINE/SOFTWARE SUBSCRIPTION CHARGES	2,240.33	0.00	2,240.33
ONLINE/SOFTWARE OUT OF PLAN CHARGES	0.00	0.00	0.00
TOTAL INVOICE AMOUNT	**2,240.33**	**0.00**	**2,240.33**

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.

7

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

1004930626 A

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

MIKE TESTING ACCOUNT
Invoice #: 800000000
Account #: 1004930626
Invoice date: December 1, 2020
Federal Tax ID: 41-1426973
VAT reg #: EU372021573/GB369490158

Invoice due date: December 31, 2020
Amount due in USD: 2,240.33

8 **Amount enclosed:** _____

9

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.

Please make checks payable to:

Thomson Reuters - West
Payment Center
P.O. Box 6292
Carol Stream, IL 60197-6292

0800000000 0000000000000000000000 20201201 ZCPG 000224033 0010 1004930626 2

10 Starting on page three of your invoice, 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.

11 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?

12 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.

13 Online/Software Subscription Charges are your contracted charges.

14 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 months charge."

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

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

Invoice

THOMSON REUTERS

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

MIKE TESTING ACCOUNT

11 Invoice #: 800000000
Account #: 1004930626
Invoice date: December 1, 2020
Purchase order #:

10 Account location detail

Product Detail	Units	Charge USD	Tax USD	Total USD
12 1004930626 Reference # 6000000000 MIKE TESTING ACCOUNT 620 OPPERMAN AVE BURNSVILLE, MN 55306-5140				
13 Online/Software Subscription Charges				
November 1, 2020 - November 30, 2020 BANKRUPTCY ADVOCATE ON WESTLAW		466.14	0.00	466.14
14 November 1, 2020 - November 30, 2020 BANKRUPTCY ANALYTICAL ON WESTLAW		144.94	0.00	144.94
November 1, 2020 - November 30, 2020 BANKRUPTCY LAW (NORTON) ON WESTLAW		145.84	0.00	145.84
November 1, 2020 - November 30, 2020 FL ALL CASES AND STATUTES STATE LITIGATOR ON WESTLAW		1,483.41	0.00	1,483.41
			Online/Software Subscription Charges Total USD	**2,240.33**
15 **Online/Software Out of Plan Charges** Usage Period: November 1, 2020 - November 30, 2020				
DOCUMENT DISPLAYS	16 2	348.00		
LESS CR CID 111926.01 U440790 11/3/2020		-348.00		
Subtotal		**0.00**	**0.00**	**0.00**
			Online/Software Out of Plan Charges Total USD	**0.00**
			17 **Location Total USD**	**2,240.33**
			18 **Total USD**	**2,240.33**

Proof

** Indicates system credit*

Continued on next page

19

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.

20

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

21

The sections will be broken into Cleared Charges, Open Charges 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.

22

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

23

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.

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.

MIKE TESTING ACCOUNT

THOMSON REUTERS

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

19

Monthly account summary

20 **Account #:** 1004930626

21

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

Document date	Document #	Description	Amount USD	Notes
11/01/2020	0800000001	Online Invoice	2,240.33	
11/30/2020		Credit Card Payment	-2,240.33	PAYMENT RECEIVED - THANK YOU
10/04/2020	0800000002	Subscription Invoice	398.08	
11/02/2020		Credit Card Payment	-398.08	PAYMENT RECEIVED - THANK YOU
11/04/2020	0800000003	Subscription Invoice	398.08	
11/30/2020		Credit Card Payment	-398.08	PAYMENT RECEIVED - THANK YOU

Proof

22

Open charges as of December 1, 2020

Document date	Document #	Description	Amount USD	Notes	Due Date
12/01/2020	0800000000	Online Invoice	2,240.33		12/31/2020
12/01/2020	0800000004	Subscription Invoice	398.08		12/31/2020

Open charges in USD as of December 1, 2020 **2,638.41**

23

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.