




Existing e-Invoicing Email

Customers currently signed up for e-Invoicing will continue to receive this email format for the following document types: Online Invoice, Online Debit, and Client Level.

Existing Functionality

- View Invoice button requires login to view an invoice

 **THOMSON REUTERS**


REUTERS/Ali Jarekji

YOUR E-BILLING INVOICE IS AVAILABLE

Dear Thomson Reuters **TEST FOR TANYA 9-14**,

You have a new invoice from Thomson Reuters. The invoice will be available through this link for 180 days.

[View Invoice](#)

| | |
|-----------------|-------------------------|
| West Account #: | XXXXXX5216 |
| Invoice #: | 6132697621 |
| Location: | **TEST FOR TANYA 9-14** |
| Description: | New Sale Invoice |
| Amount: | 131.76 USD AUTO-PAY |
| Due Date: | AUTO-PAY |

Please make checks payable to Thomson Reuters - West Publishing Corp or to pay online, login to [My Account](#).

You can now find answers 24/7 to commonly asked questions online at [Customer Service Support](#). Find information on billing, returns, refunds, account maintenance, OnePass, orders, subscriptions, contracts and more.

Please do not reply directly to this email message.

If Auto-Pay appears the amount will be charged to your bank account or credit card on or after the invoice date.


Thank you for your business.

New e-Invoicing Email

Customers currently signed up for e-Invoicing will receive the below new e-Invoicing email format for their Subscription Invoice, Credit Note, New Sale Invoice, and Print Debit document types.

Enhancements

- Invoice PDF is attached to email, no logging in required
- New simplified format
- Hyperlinks throughout the document:
 - Pay now - linked to My Account
 - Commonly Asked Questions - linked to Customer Support Site
 - Sign up for Auto Pay - linked to Auto Pay sign up or updates
 - Privacy Policy - linked to the policy

 **THOMSON REUTERS®**

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

Dear Tanya Test

Please find your Subscription Invoice attached.

| | |
|-------------------------------------|------------------------------------|
| Account Number 1004315216 | Invoice Number 834573774 |
|-------------------------------------|------------------------------------|

Total due in USD
325.16

Payment due
October 4 2019

[Pay Now](#)

If you are signed up for AutoPay, your payment will be automatically withdrawn from your account.

Thank you for your continued business.

Thomson Reuters

Need help and support?

- You can now find answers 24/7 to [commonly asked questions](#).
- If you want to [sign up for Auto Pay](#), it's fast, convenient, & secure.
- Want to save some time and effort? We now can provide your invoice information in an Easy Import file. Click [Here](#) to find