



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** – just 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 New Sale Invoices cover any one-time purchase.
- 2 High-level invoice information, including the invoice number, billing account number, invoice date, purchase order number if applicable, and the ship to address.
- 3 Total due and Payment due information will be listed if payment was not provided with the order. If your billing account has recurring payments set up you will see 'AUTO-PAY' in place of the Total due and Payment due information.
- 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 Details about the products ordered, including the material number, quantity, unit price, charge price, tax, and total by line item.
- 6 Details about your order, including order number, order date, shipment date, and delivery number. Delivery numbers are visible on the outside of the shipment as well as on the shipping notice found inside the box for ease in matching a New Sale Invoice to a delivery.
- 7 Go Green by paying electronically on [MyAccount](#). When paying your invoice via 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?](#)
- 8 If you still have questions on your invoice, please have your billing account number available 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

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

1 New Sale Invoice

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

TANYA TESTING ACCOUNT
FIRM CENTRAL **TESTING ONLY**
610 OPPERMAN DR
EAGAN MN 55123-1340

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2 TANYA TESTING ACCOUNT

Invoice #: 6132909939
Account #: 1004315216
Invoice date: 04/01/2020
Purchase order #: ABC123

3 Ship to

TANYA TESTING ACCOUNT
FIRM CENTRAL **TESTING ONLY**
610 OPPERMAN DR
EAGAN, MN 55123-1340

Total Due
706.46
Payment due
April 30, 2020

Product Detail	Material #	Quantity	Unit price USD	Charge price USD	Tax USD	Total USD
5 MCGOVERN AND HIRSCH CA PROBATE CODE ANNO 2020	42630920	2	123.00	246.00	17.53	263.53
COURTROOM HANDBOOK ON FEDERAL EVIDENCE 2019 HANDBOOK	42168162	1	378.00	378.00	26.93	404.93
CODE OF LAWS OF SC 1976 ANNO V.20 EDUCATION	42496991	1	35.47	35.47	2.53	38.00
Total						706.46

Billing note

Order Information
Order #: 66921484
Order date: 04/01/2020
Shipment date: 04/01/2020
Delivery #:



Total Invoice Amount will be charged automatically to your credit card on or after the invoice date

TANYA TESTING ACCOUNT
Invoice #: 6132909939
Invoice date: 04/01/2020
Account #: 1004315216
Federal Tax ID: 41-1426973
VAT reg #: EU826006554

7 Pay online

Log on to www.myaccount.tr.com/westlaw to make the payment electronically. Set up your payment to be withdrawn electronically using direct debit or credit card.

Invoice due date: 4/30/2020
Amount due: 706.46

Please make checks payable to

Amount enclosed _____

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

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