



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
- **Synced delivery** - if you are signed up for e-Invoicing, you will automatically receive credit notes via email pdf

1

When you are signed up for e-Invoicing you will automatically receive a Credit note when a credit is issued to your account.

Related Article: [How do I know when a credit has been issued on my account?](#)

2

High-level information about this credit can be found at the top right corner including the credit number, account number, credit date, and if applicable the purchase order number.

3

Identify your total credit amount at a glance.

4

The Product Detail section will include line item detail for the products or services for which you are receiving a credit including quantity, unit price, tax, and total.

5

The Credit Information section will include details of the original invoice that was credited, the Credit Type, and the Reason for the credit.

6

This section includes general information on how credits are applied when the original invoice has already been paid. If you have not yet made a payment against the original invoice, it is recommended that you underpay the referenced invoice by the Credit Amount shown. Log on to [My Account](#) to view your adjusted invoice balance or to view your credit history.

Related Articles: [What is my current account balance?](#)
[Do I have any credits?](#)

2

If you still have questions on your Credit note, 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 Credit note have been modified and are for example purposes only.

1

Credit note

THOMSON REUTERS®

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

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TANYA TESTING ACCOUNT

2

Credit # : 6132700945
Account # : 1004315216
Credit date: March 27, 2020
Purchase order # :

3

Credit Amount in USD
-126.93
Payment not required
for credit amount

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

4

Product Detail	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
ADMINISTRATIVE LAW PRACTICE AND PROCEDURE SUB	1	-118.49	-118.49	-8.44	-126.93

5

Credit information:
Credit for reference #: 6129187678
Credit for invoice#: 0840648574
Credit Type: Print Credit
Reason: Retro-bill - Pricing Error

6

This credit note will be applied to the reference/invoice number posted above. If the invoice has already been paid, the credit memo will be applied to any aged invoices and a refund check will be issued for any remaining credit balance.

Additional details:

Log on to MyAccount to view your Credit History <http://myaccount.tr.com/westlaw>

