



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

Proforma invoices are created by request for accounts that would like to prepay for services.

**Related Article:** [How do I set up a prepayment?](#)

2

High-level proforma information including the proforma invoice number, billing account number, proforma creation date, and if applicable, the purchase order number.

3

Total Due amount can be found at a glance. Proforma invoices do not have a Payment Due date as they are a preliminary bill of sale created upon request.

4

The Product Detail section will include line item detail for the products or services you have requested the Proforma invoice to cover. The requested service date range along with the monthly price will be listed as well as the estimated tax and line item total.

5

It is important to note that Proforma invoices are a preliminary bill of sale and both Pricing and Tax are subject to change. If applicable to the product or service listed, ancillary charges will be billed separately and are payable.

**Related Article:** [What are ancillary charges?](#)

6

Proforma invoices can be paid either via check to our payment address or by calling 1-800-328-4880. If you are paying by phone, have your Proforma invoice number and Total Due ready and advise the Customer Service agent you are paying a Proforma invoice.

2

If you still have questions on your Proforma 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 Proforma invoice have been modified and are for example purposes only.

1

**Proforma**

THOMSON REUTERS®

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

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**TANYA TESTING ACCOUNT**

Invoice # : 22601705  
Account # : 1004315216  
Invoice date: May 29, 2020  
Purchase order # :

2

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

3

Total Due in USD  
**25,030.52**

4

Product Detail	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
WEST COMPLETE LIBRARY SUB	1	22,348.68	22,348.68	2,681.84	25,030.52
09/01/2020 – 12/31/2020 Monthly Price is \$1,899.27					

5

Pricing and Tax Subject to Change.  
If applicable, ancillary charges will be billed separately and are payable.  
**Billing note:**



**Questions about your account?**  
Online- [legal.thomsonreuters.com/en/support](http://legal.thomsonreuters.com/en/support)



6

**TANYA TESTING ACCOUNT**  
Invoice#: 22601705  
Invoice date: May 29, 2020  
Account #: 1004315216  
Federal Tax ID: 41-1426973  
VAT reg #: EU826006554

Amount due in USD : 25,030.52

**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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