

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

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MIKE TESTING ACCOUNT

Invoice #: 80000000
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 OPPERMANN AVE BURNNSVILLE, MN 55306-5140 | | | | |
| <i>Online/Software Subscription Charges</i> | | | | |
| 13 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 | | | | |
| <i>Online/Software Out of Plan Charges</i> | | | | |
| 15 Usage Period: November 1, 2020 - November 30, 2020 | | | | |
| DOCUMENT DISPLAYS LESS CR CID 111926.01 U440790 11/3/2020 | 16 2 | 348.00 -348.00 0.00 | 0.00 | 0.00 |
| Subtotal | | | | |
| Online/Software Out of Plan Charges Total USD 0.00 | | | | |
| 17 Location Total USD 2,240.33 | | | | |
| 18 Total USD 2,240.33 | | | | |

* Indicates system credit

1000488244 A

Continued on next page

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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 Monthly 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.



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

MIKE TESTING ACCOUNT

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Monthly account summary

20

Account #: 1004930626

21

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

| Document date | Document # | Description | Amount | Notes USD |
|---------------|------------|----------------------|-----------|------------------------------|
| 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 |

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Open charges as of December 1, 2020

| Document date | Document # | Description | Amount | Notes USD | 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.