



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 The Subscription invoice covers non-online services such as print, Proview, and Findlaw.

2 High-level invoice information, including the invoice number, billing account number, and invoice date.

3 Identify your Total Due and Payment Due information at a glance. If you have set up recurring monthly payments you will see 'AUTO-PAY' in place of the Total Due and Payment Due information; Do not remit separate payment, your automatic payment is already scheduled.

Related Articles: [How do I set up automatic payments from my credit card?](#) & [How do I set up automatic payments from my checking account?](#)

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 The first invoice page features a rolled-up summary of your invoice broken out into three key types of charges. The Summary sections that appear will vary based on your account's products and services.

6 If you have prepaid for your services, prepayment information will be listed beneath the Summary. The Total Due will be adjusted and the running remaining prepayment balance will be listed.

This invoice has a prepayment of \$698.40 applied that reduced the Total Due to \$1,618.54.

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

7 The Billing note and Self Service online resources sections will contain information of importance for your invoice and resources that will help save you time. Check it monthly for current messages.

8 If you have automatic payments set up, you will see 'AUTO-PAY' in the Payment Due field. Your expected payment withdrawal date will be visible in place of this generic message. Your invoice will display 'Total Invoice Amount will be withdrawn on or after XX/XX/XXXX'.

9 Go Green by paying electronically on [MyAccount](#) with a one-time or recurring payment. 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?](#)

1 Subscription invoice

THOMSON REUTERS®

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

Page 1 of 4

TANYA TESTING ACCOUNT

2 Invoice #: 0834573774
Account #: 1004315216
Invoice date: 02/04/2019

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

Total Due in USD
1,618.54

Payment Due
March 6 2019

Summary	Charge USD	4 Tax total USD	Total USD
LIBRARY PLAN CHARGES	20.91	1.75	22.66
5 SUBSCRIPTION PRODUCT CHARGES	349.00	29.23	378.23
FINDLAW CHARGES	1,842.85	73.20	1,916.05
TOTAL INVOICE AMOUNT	2,212.76	104.18	2,316.94
Less prepayment applied to this invoice			-698.40
6 Total Due in USD			1,618.54

* Remaining prepayment balance to be applied to future invoices 6,054.50 USD

Billing note:

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at legal.thomsonreuters.com/en/support.

Self Service online resources

7 Sign up for E-delivery of invoices at <http://ebilling.thomsonreuters.com>
To manage your account, sign up at MyAccount <http://myaccount.tr.com/westlaw>
For online support, contact us at <http://legal.thomsonreuters.com/en/support>

8 **Include this portion with your payment-Folding and stapling may delay your payment**

TANYA TESTING ACCOUNT

Invoice #: 0834573774
Invoice date: 02/04/2019
Account #: 1004315216
Federal Tax ID: 41-1426973
VAT reg #: EU826006554

Pay online:

9 Log on to <http://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: March 6 2019
Amount due in USD: 1,618.54

Amount enclosed _____

Please make checks payable to:

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

0839772168 00000000000000000000 20190204 ZCMI 000626789 0010 1000263553 8

10

Starting on page two of your invoice, you will see a breakdown of individual charges grouped by charge type that correlate to the Summary section totals appearing on page one. The Library Plan Charges section includes Library Maintenance Agreement and West Complete Library charges.

11

For materials that are shipped, the account number, name, and address will appear above the charge. The shipping account may differ from the billing account.

12

Products with billing plans will display the date range of the service period. When you first begin a new monthly billing plan you may experience pro-rated billing. When you first begin a new monthly billing plan your first invoice will have the pro-rated charges for your first service month as well as the full monthly charge for the current month. View the service period date ranges to identify the service dates your invoice covers.

This example does not have pro-rated billing.

13

Each billing line item is assigned an invoice Reference number that begins with a '6'. Reference this number when paying for a particular line item or when inquiring about a specific charge with Customer Service.

14

Customers who have bundled print deals will see a breakdown of charges as different products are taxed at different rates. Categories include:

- Books & Bound Volumes
- Newsletters
- Periodicals
- Digital Goods
- Tangible Personal Prop

Related Article: [What is Tangible Personal Property?](#)

15

Each section of individual charge detail will have a Charges Total that correlates to the Summary section totals appearing on page one.

16

The Subscription Product Charges section includes charges for print subscriptions, Assured Print Pricing, and annual/monthly charges not included in a bundled print deal.

17

The Ship/Post date references the date the update shipped for physical shipments or the date the charges posted to the account for other product charges. Any physical material that shipped will have a correlating Delivery number.

18

Any products that shipped under the same Delivery number will appear below the Delivery number.

If you have a Purchase Order number set up for your purchase, it will appear just below the shipment description.

Related Article: [How do I include a purchase order number on our account?](#)



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TANYA TESTING ACCOUNT

Invoice #: 0834573774
Account #: 1004315216
Invoice date: 02/04/2019

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Library Plan Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1004315216 TANYA TESTING ACCOUNT 610 OPPERMAN DR EAGAN, MN 55123-1340						
Ship/Post date: February 1 February 1 2019 - February 28 2019						
WEST COMPLETE LIBRARY SUB (Unique identifier 0000723021)	13	6113778523		20.91	1.75	22.66
BOOKS & BOUND VOLUMES						

14

15

Library Plan Charges Total USD
22.66

16

Subscription Product Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1004930625 TOM R WEST LLC 810 WINTER ST EAGAN, MN 55123-1340						
Ship/Post date: January 23 Delivery # 0432995213						
NY ESTATES: PROBATE ADMINISTRATION AND LITIGATION 6TH V1 2019	6113778524	1	349.00	349.00	29.23	378.23
PO #: XXX						

17

18

Subscription Product Charges Total USD
378.23

Continued on next page

19

The Findlaw Charges section will include charges for Findlaw and Super Lawyers.

20

Findlaw websites are billed in arrears, after the month of service. Findlaw websites include Firmsite Website Packages and FS Integrated Marketing Suites.

In this example, the service period of the referenced website was January and they were billed on the February invoice.

21

The unique identifier is a way to easily identify a product or bundle of products that were purchased together. When you have similar products it can be helpful to reference the unique identifier when inquiring with Customer Service.

22

Findlaw Directory Topspots and Findlaw Super Lawyer profiles are billed in the same month the service is provided.

In this example, the service period of the referenced profiles was February and they were billed on the February invoice.

23

Some Findlaw products, such as Directory Topspots, will display the location / practice area information.

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Invoice #: 0834573774
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Findlaw Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1004315216 TANYA TESTING ACCOUNT 610 OPPERMAN DR EAGAN, MN 55123-1340 Ship/Post date: January 31 January 1 2019 - January 31 2019						
FINDLAW FIRMSITE 444C WEB SITE PACKAGE	6113778525	1	874.08	874.08	73.20	947.28
(Unique identifier 0000723478)						
Ship/Post date: January 31 January 1 2019 - January 31 2019						
FINDLAW SOCIAL PROMOTION SERVICE FINDLAW VIDEO SOCIAL PRO	6113778526	1	698.40	698.40	0.00	698.40
Ship/Post date: February 1 February 1 2019 - February 28 2019						
FINDLAW DIRECTORY REFINED TOPSPOT PUTNAM, NEW YORK/CRIMINAL LAW	6113778528	1	30.37	30.37	0.00	30.37
Ship/Post date: February 1 February 1 2019 - February 28 2019						
FINDLAW PREMIUM PROFILE	6113778532	1	51.35	51.35	0.00	51.35
Ship/Post date: February 1 February 1 2019 - February 28 2019						
FINDLAW DIRECTORY TOPSPOT SUB DUTCHESS COUNTY, NY/PERSONAL INJURY -- PLAINTIFF	6113778533	1	188.65	188.65	0.00	188.65

23

Findlaw Charges Total USD
1,916.05

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Following the detailed breakdown of the three key charge types there will be a summary of Account totals by location. This page will only appear if products were shipped to more than one location. This overview of charges by account location includes all charge types, making it easy to manage invoices when your office has multiple locations.

25

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

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TANYA TESTING ACCOUNT

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Invoice #: 0834573774
Account #: 1004315216
Invoice date: 02/04/2019

24

Account totals by location

Location	Account#	Charge Price USD	Tax USD	Total USD
TANYA TESTING ACCOUNT 610 OPPERMAN DR EAGAN, MN 55123-1340	1004315216	1,863.76	74.95	1,938.71
TOM R WEST LLC 810 WINTER ST EAGAN, MN 55123-1340	1004930625	349.00	29.23	378.23

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