

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



Usage Report shows the detailed usage by location.

Opting out is available through Customer Service.

Additional reporting features are available on QuickView+. 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 Articles: What are Ancillary Charges? How do I utilize QuickView+ to view my online usage?



High-level invoice information including the billing account name, billing account number, and the Invoice number related to this Usage Report (your invoice number followed by -DDR).



The type of report you receive will be displayed along with the usage period.

Reports are available by either:

- Client Reference by User by Day Detail \*shown here
- · User by Client Reference by Day Detail

Contact Customer Service if you would like to change your report type.

Easy Import (CSV) sign-up is available through your e-Invoice email.



The column headers are Client/Reference, Database Time, Docs/Lines, and Total USD\*. The Usage Location information will separate the details by location.



Client/Reference is the identifier entered at the beginning of your usage session by the end user.

Following the Client/Reference, the end user's contact number and name are displayed.



The individual usage sessions by Client/Reference will be separated by date as well as by Included and Excluded charges.



Totals will calculate by Client/Reference as well as by Included and Excluded charges.



## **Usage Report**



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





Account #: 1000000001 Invoice #: 80000001-DDR

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



The rates used to calculate client/reference charges have been designated by subscriber or are based on retail rates.

Subscriber agrees not to disseminate this report to any third party or to represent the charges as actual online charges.

### Client Reference by User by Day Detail

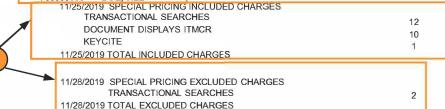


Database Transactions Docs Total Client/Reference USD\* /Lines

Reference #: 600000001-DDR TANYA TESTING ACCOUNT CS DEPARTMENT 610 OPPERMAN DRIVE EAGAN, MN 55123-1340

Usage Location: 1000000001

### 0001 UNIQUE CLIENT ID 700000003 DOE, JILL





2.423.56 311.38

1.868.30

2,423.56

311.38

311.38

555.26

0.00

Page 1 of 3

Ζ 100000001 \*Includes applicable taxes



Each Client/Reference will be separated, and have individual Totals separated by included and excluded charges.



Each location will have a grand Total of Included and Excluded charges.

# Digital Detail Reporting



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

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Α

### TANYA TESTING ACCOUNT

Account #: 1000000001 Invoice #: 800000001-DDR

# **Client Reference by User by Day Detail** Usage Period: November 01, 2019 - November 30, 2019



oodgo i onod. Itoto	mber 01, 2019 - November 30, 2019	Database	Transactions D	locs	Tota
Client/Reference		Time	/	Lines	USE
0002 UNIQUE CLIE	INT IDENTIFIER				
40000001	SMITH, JANE				
	SPECIAL PRICING INCLUDED CHARGES				
	NSACTIONAL SEARCHES		2		311.3
DOCUMENT DISPLAYS 11/22/2019 TOTAL INCLUDED CHARGES			2		111.0
1 1/22/2013	9 TOTAL INCLUDED CHARGES				422.4
11/28/2019	SPECIAL PRICING EXCLUDED CHARGES				
TRANSACTIONAL SEARCHES			7		1,089.8
DOCUMENT DISPLAYS			38		
11/28/2019 TOTAL EXCLUDED CHARGES					1,200.
	QUE CLIENT IDENTIFIER INCLUDED CHARGES QUE CLIENT IDENTIFIER EXCLUDED CHARGES				422.4 1,200.8
0003 UNIQUE CLII					
70000000	DOE, JON				
11/05/201	9 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES			14		2,179.
DOCUMENT DISPLAYS			16		
	9 TOTAL INLCUDED CHARGES				2,179.
11/11/20	19 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES			2		311.
DOCUMENT DISPLAYS			3		0.0
11/11/20	19 TOTAL INCLUDED CHARGES				311.
11/21/20	19 SPECIAL PRICING INCLUDED CHARGES				
	TRANSACTIONAL SEARCHES		1		155.
DOCUMENT DISPLAYS			4		0.0
11/21/20	19 TOTAL INCLUDED CHARGES				155.
TOTAL 0003 UNIQUE CLIENT IDENTIFIER INCLUDED CHARGES					2,491.0
TOTAL 0003 UNIQUE CLIENT IDENTIFIER EXCLUDED CHARGES					155.



100000001 Ζ \*Includes applicable taxes



The type of report you receive will be displayed along with the usage period.



Each new location will begin on a new page. The column headers are Client/Reference, Database Time, Transactions, Docs/Lines, and Total USD\*.



Any applicable credits, which does not include tax, will be listed for awareness. Refer to Invoice for total amount due.

If you still have questions on your invoice or Usage Report, 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.

# Digital Detail Reporting



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#### TANYA TESTING ACCOUNT

Account #: 1000000001

38

Invoice #: 841439601-DDR



### Client Reference by User by Day Detail

Usage Period: November 01, 2019 - November 30, 2019



Usage Location: 1000000002
Reference #: 6000000220-DDR
MIKE ELERT TESTING
CS DEPT
100 TIMES SQUARE
FARMINGTON, MN 22001-1001

#### **CLIENT IDENTIFTER 1**

### 400000123 SMITH, JANE E

11/28/2019 SPECIAL PRICING EXCLUDED CHARGES
TRANSACTIONAL SEARCHES
DOCUMENT DISPLAYS
11/28/2019 TOTAL EXCLUDED CHARGES

TOTAL CLIENT IDENTIFTER 1 INCLUDED CHARGES 422.43
TOTAL CLIENT IDENTIFTER 1 EXCLUDED CHARGES 1,200.89

TOTAL CHARGES ASSIGNED TO LOCATION

### CREDITS NOT APPLIED TO CLIENT CHARGES

CR CID 83500-0-100000100001 U10000011 01/19/2020 OFFER CREDIT

4.00 884.00

0.00

1.200.89

1623.30

\*Includes applicable taxes 100000001 Z