



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

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?](#)

2

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).

3

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.

4

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

5

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.

6

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

7

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

Usage Report

1

 **THOMSON REUTERS®**
Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan, MN 55123-1396

TANYA TESTING ACCOUNT

Account #: 1000000001
Invoice #: 800000001-DDR

Proof

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

Client Reference by User by Day Detail

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

Client/Reference	Database Time	Transactions	Docs /Lines	Total USD*
Usage Location: 1000000001				
Reference #: 6000000001-DDR				
TANYA TESTING ACCOUNT				
CS DEPARTMENT				
610 OPPERMAN DRIVE				
EAGAN, MN 55123-1340				
0001 UNIQUE CLIENT ID				
700000003 DOE, JILL				
11/25/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES	12			1,868.30
DOCUMENT DISPLAYS ITMCR	10			555.26
KEYCITE	1			0.00
11/25/2019 TOTAL INCLUDED CHARGES				2,423.56
11/28/2019 SPECIAL PRICING EXCLUDED CHARGES				
TRANSACTIONAL SEARCHES	2			311.38
11/28/2019 TOTAL EXCLUDED CHARGES				311.38
TOTAL 001 UNIQUE CLIENT ID INCLUDED CHARGES				2,423.56
TOTAL 001 UNIQUE CLIENT ID EXCLUDED CHARGES				311.38

*Includes applicable taxes

1000000001

Z

A

8

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

9

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

Digital Detail Reporting

Page 2 of 3



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

TANYA TESTING ACCOUNT

Account #: 1000000001
Invoice #: 800000001-DDR

Client Reference by User by Day Detail

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

8

Client/Reference

0002 UNIQUE CLIENT IDENTIFIER

Client/Reference	Database Time	Transactions	Docs /Lines	Total USD*
400000001 SMITH, JANE				
11/22/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES	2			311.38
DOCUMENT DISPLAYS	2			111.05
11/22/2019 TOTAL INCLUDED CHARGES				422.43
11/28/2019 SPECIAL PRICING EXCLUDED CHARGES				
TRANSACTIONAL SEARCHES	7			1,089.84
DOCUMENT DISPLAYS	38			
11/28/2019 TOTAL EXCLUDED CHARGES				1,200.89
TOTAL 00002 UNIQUE CLIENT IDENTIFIER INCLUDED CHARGES				422.43
TOTAL 00002 UNIQUE CLIENT IDENTIFIER EXCLUDED CHARGES				1,200.89

0003 UNIQUE CLIENT IDENTIFIER

700000000 DOE, JON				
11/05/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES	14			2,179.68
DOCUMENT DISPLAYS	16			.00
11/05/2019 TOTAL INCLUDED CHARGES				2,179.68
11/11/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES	2			311.38
DOCUMENT DISPLAYS	3			0.00
11/11/2019 TOTAL INCLUDED CHARGES				311.38
11/21/2019 SPECIAL PRICING INCLUDED CHARGES				
TRANSACTIONAL SEARCHES	1			155.69
DOCUMENT DISPLAYS	4			0.00
11/21/2019 TOTAL INCLUDED CHARGES				155.69
TOTAL 0003 UNIQUE CLIENT IDENTIFIER INCLUDED CHARGES				2,491.06
TOTAL 0003 UNIQUE CLIENT IDENTIFIER EXCLUDED CHARGES				155.69

9

TOTAL CHARGES ASSIGNED TO LOCATION

7,005.01

*Includes applicable taxes

100000001

Z

A

10

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

11

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

12

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

Digital Detail Reporting



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

Page 3 of 3

TANYA TESTING ACCOUNT

Account #: 1000000001

Invoice #: 841439601-DDR

10

Client Reference by User by Day Detail

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

Client/Reference

Database Time	Transactions	Docs /Lines	Total USD*
---------------	--------------	-------------	------------

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

11/22/2019 SPECIAL PRICING INCLUDED CHARGES
TRANSACTIONAL SEARCHES
DOCUMENT DISPLAYS
11/22/2019 TOTAL INCLUDED CHARGES

2	311.38
2	111.05
	422.43

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

7	1,089.84
38	0.00
	1,200.89

TOTAL CLIENT IDENTIFTER 1 INCLUDED CHARGES

422.43

TOTAL CLIENT IDENTIFTER 1 EXCLUDED CHARGES

1,200.89

TOTAL CHARGES ASSIGNED TO LOCATION

1623.30

CREDITS NOT APPLIED TO CLIENT CHARGES

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

4.00
884.00

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.

*Includes applicable taxes

1000000001

Z

A