

Go Green by [signing up for eBilling](#). 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** – just open an email instead of an envelope
- **Good for the environment** – less paper means less waste
- **Secure for your office** – invoice link is emailed to a designated party or parties

1

WEST INFORMATION CHARGES INVOICE covers charges for online services such as Westlaw, Clear, and Practical Law.

2

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?](#)

3

Date range of the specific service period this invoice covers.

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

If you have prepaid for your services you will see this message, including a running balance of your prepayment.

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

6

The IMPORTANT NEWS section contains information that will help save you time. Check it monthly for current messages.

7

For our online products we bill in arrears meaning we bill the month after service was received. *For example, the service period of this invoice is June 1-30, 2019 and the invoice date is July 1, 2019.*

8

If you have set up recurring monthly payments you will see 'AUTO-PAY' in place of a dollar amount as the Amount Due. 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?](#)

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When paying your invoice via check, remit payment to our Payment Address. Go Green by paying electronically on [MyAccount](#) with a one-time or recurring payment.

**Related Articles:** [How do I manage my account online?](#) [What methods can I use to make a payment?](#)

10

If you have more than one location, the account displayed at the top of the Billing Summary page is the account for which the charges on that particular page are allotted. Each location will have a unique account number and posting number.

11

If your service stopped or started mid-month you will notice pro-rated charges on your invoice.

12

Ancillary, or out-of-plan, charges are only incurred when you access content outside of your contracted monthly plan.

**Related Articles:** [What are Ancillary Charges?](#)

13

Ancillary is charged in units of either transactions or usage minutes.

[QuickView+](#) is a secure and free online billing and reporting service that provides access to Westlaw usage and charges.

**Related Articles:** [How do I update who has access to QuickView?](#)

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S = Subtotal  
SG = Sub Grand Total  
G = Grand Total

15

If you still have questions on your invoice, please have your billing account number available, located on the payment stub, 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 invoice have been modified and are for example purposes only.



2	1		WEST INFORMATION CHARGES INVOICE		PAGE 1
	INVOICE # 834573774 PO NUMBER: XXX		JUN 01, 2019 - JUN 30, 2019		
3		DESCRIPTION	CHARGE IN USD	TAX IN USD	TOTAL CHARGE IN USD
5		WEST INFORMATION CHARGES	750.00	463.24	813.24
6		IMPORTANT NEWS TIME SAVING TIP: You can now find answers 24/7 to commonly asked customer service questions online at <a href="#">legalsolutions.com/support</a> . Find information on account maintenance, billing, returns, refunds, OnePass, orders, subscriptions, contracts and more.			

FOR BILLING INFORMATION CALL 1004930625 A  
1-800-328-4880

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INVOICE # 834573774

INVOICE DATE 07/01/2019

ACCOUNT # 1004930625

VENDOR # 41-1426973

VAT REG# EU826006554

15

WEST INFORMATION CHARGES  
JUN 01, 2019 - JUN 30, 2019

8

AMOUNT DUE IN USD 13.24

DUE DATE 07/01/2019

AMOUNT ENCLOSED IN USD

9

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

TOM R. WEST LLC  
810 WINTER ST  
EAGAN, MN 55123-1234

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