

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



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



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?



Date range of the specific service period this invoice covers.



Your tax rate is unique to your location, product, and account.

Related Article: How do I add my tax-exempt status to my



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



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



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.



If you have set up recurring monthly payments you will see 'AUTO-PAY' in place of a dollar amount as the Amount Due. <u>Do not</u> 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?



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?



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.



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



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?



Ancillary is charged in units of either transactions or usage

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?**



S = Subtotal

SG = Sub Grand Total G = Grand Total



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

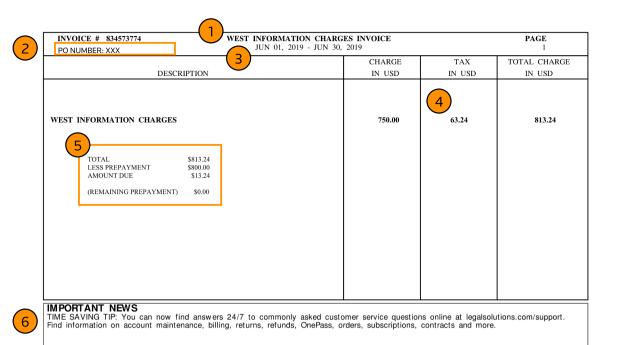
Call us Monday through Friday 7:00 a.m. - 7:00 p.m. CST

1-800-328-4880

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



ACCT# 1004930625 TOM R. WEST LLC 810 WINTER ST EAGAN, MN 55123-1234



FOR BILLING INFORMATION CALL

1004930625

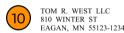
Α

RETURN BOTTOM PORTION WITH PAYMENT

7	INVOICE # INVOICE DATE ACCOUNT # VENDOR # VAT REG#	834573774 07/01/2019 1004930625 41-1426973 EU826006554		EST INFORMATION JUN 01, 2019 - JUN	
8	AMOUNT DUE IN USD DUE DATE	13.24 07/01/2019			
	AMOUNT ENCLOSED IN U	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

0840529522 0000000000000000000000 20190701 ZCPG 000471756 0010 1000421574 2





*IMPORTANT NEWS

*INDICATES A SYSTEM CREDIT
TIME SAVING TIP: You can now find answers 24/7 to commonly asked customer service questions online at legalsolutions.com/support.
Find information on account maintenance, billing, returns, refunds, OnePass, orders, subscriptions, contracts and more.

INVOICE # 834573774 BILLING SUMMARY POSTING # 6113778522 JUN 01, 2019 - JUN 30, 2019					
		CHARGE	TAX	TOTAL CHA	
DESCRIPTION	UNITS	IN USD	IN USD	IN USI	
DETAIL OF CHARGES					
WEST PROFLEX (96000)					
MONTHLY CHARGES					
DATABASE CHARGES		200.00	16.88	21	
TOTAL MONTHLY CHARGES		200.00S	16.88 S	21	
TOTAL WEST PROFLEX (96000) CHARGES		200.00SG	16.88 SG	21	
NJ PRIMARY LAW RESOURCES ON WESTLAW					
MONTHLY CHARGES					
DATABASE CHARGES		24.20	2.03	2	
(JUNE 01, 2019 - JUNE 05, 2019)					
DATABASE CHARGES		125.80	10.57	13	
(JUNE 06, 2019 - JUNE 30, 2019)					
TOTAL MONTHLY CHARGES		150.00S	12.60S	16	
TOTAL NJ PRIMARY LAW RESOURCES ON WESTLAW CHARGES		150.00SG	12.60SG	16	
NJ FORM FINDER ON WESTLAW					
ANCILLARY					
WESTLAW USAGE CHARGES					
DOCUMENT DISPLAYS	(13) 8	400.00	33.76	433.	
TOTAL WESTLAW USAGE CHARGES		400,00S	33.76S	433.	
TOTAL ANCILLARY CHARGES		400.00SG	33.76SG	433.	
TOTAL DETAIL OF CHARGES		750.00SG	63.24SG	813.	
TOTAL WEST INFORMATION CHARGES		750.00G	63.24G	813.	
TOTAL WEST INTORMATION CHARGES		730.000	03.240	013	
				1	

1004930625

