



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

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

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

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

7 _____

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.

9 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?](#)

14. 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

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

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

A

[illegible]

ACCT# 1004930625

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

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.

1004930625	A
------------	---

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

1004930625

A