

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089469
Vendor Name: West Publishing Corporation
Invoice Number: 838582538-1
Invoice Date: 07/04/18
PO Number: P0353257
Check Number: E0070209
Check Amount: \$ 940.58
Check Date: 11/07/2018
Department ID: 00097
Reviewer Name: Linda Hickman
Voucher Number: V0537355
Redaction Type: None
Document Type: AP Invoice

Document Below



SUBSCRIPTION INVOICE SUMMARY

Bill To:

COLLEGE OF DUPAGE PROGRAM
MONICA MILLER
425 FAWELL BLVD
GLEN ELLYN IL 60137-6708

From:

Thomson Reuters - West
P.O. Box 64833
JUL 04, 2018 - JUN 04, 2018

APPROVED

Page 1 of 02

IMPORTANT NEWS

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.

10/29/18 - KRISTINE FAY

Customer Service: 1/800-328-4880

See reverse side for contact and payment information

BILLING ACCOUNT #:	INVOICE NO:	INVOICE DATE:	BILLING PERIOD:	PAYMENT DUE:	TOTAL INVOICE AMOUNT IN USD:
1003487259	838582538-1	07/04/2018	JUN 05, 2018 - JUL 04, 2018	08/03/2018	328.84

Description	PRICE IN USD	TAX IN USD	TOTAL IN USD
ANNUAL/MONTHLY CHARGES	996.00	62.25	1,058.25 S
LESS CREDIT ADJUSTMENT			729.41CR
TOTAL INVOICE AMOUNT			328.84 T

INVOICE REVIEWED**OKAY TO PAY****LINDA HICKMAN 10/29/18**

RETURN BOTTOM PORTION WITH PAYMENT. THANK YOU

INVOICE # 838582538-1
ACCOUNT # 1003487259
VENDOR # 41-1426973
VAT REG # EU826006554
PAYMENT DUE 08/03/2018
AMOUNT DUE IN USD 328.84

AMOUNT ENCLOSED IN USD _____

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

COLLEGE OF DUPAGE PROGRAM
MONICA MILLER
425 FAWELL BLVD
GLEN ELLYN IL 60137-6708

Bill To:

COLLEGE OF DUPAGE PROGRAM
MONICA MILLER
425 FAWELL BLVD
GLEN ELLYN IL 60137-6708

From:

Thomson Reuters - West
P.O. Box 64833
St. Paul, MN 55164-0833

Page 1 of 2

02

Customer Service: 1/800-328-4880

BILLING ACCOUNT #:	INVOICE	INVOICE DATE:	BILLING PERIOD:	PAYMENT DUE:	TOTAL INVOICE
1003487259	838582538-1	07/04/2018	JUN 05, 2018 - JUL 04, 2018	08/03/2018	AMOUNT IN USD:
					328.84

SHIP/POST DATE POSTING NUMBER FOR PAYMENT REFERENCE		DELIVERY NUMBER	DESCRIPTION	QTY	UNIT PRICE IN USD	TAX IN USD	TOTAL IN USD
06/13	6122180087		ANNUAL/MONTHLY CHARGES Jun 13, 2018 - Jun 12, 2019 CD FINPLAN DIVORCE PLANNER NETWORK CHARGE SUB	1		19.50	331.50 S
06/13	6122180088		Jun 13, 2018 - Jun 12, 2019 CD FINPLAN IL DIVORCE PLANNER GUIDELINE STATE WITH DIVORCE MATH SUB LESS CREDIT ADJUSTMENT	1		42.75	726.75 S 729.41CR
			ANNUAL/MONTHLY CHARGES TOTAL				328.84T

APPROVED
10/29/18 - KRISTINE FAY

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To pay electronically: myaccount.thomsonreuters.com

ONLINE RESOURCES

myaccount.thomsonreuters.com

- ◆ Make payments online and review account balances
- ◆ Update addresses and review order status
- ◆ Manage online users' access

quickview.com

- ◆ Obtain free usage reporting for cost recovery

legalsolutions.thomsonreuters.com

- ◆ User guides
- ◆ Filing instructions
- ◆ Software, products, and services information

thomsonreuters.com

- ◆ Learn more about our company

REMITTANCE AND TERMS

- ◆ Terms: Net 30, and products are shipped FOB Shipping Point.
- ◆ Return the remittance portion and make checks payable to:
Thomson Reuters - West Publishing Corp
- ◆ Do not enclose cash or additional correspondence.
- ◆ Do not fold or staple your check or remittance portion.
- ◆ Use the enclosed envelope to send your payment
- ◆ U.S. customers may mail payments (no returns) to:
Thomson Reuters - West Payment Center
P.O. Box 6292
Carol Stream IL 60197-6292

TAX INFORMATION

- ◆ Canadian Registration Numbers

Canada GST 13641 8480 RT0001
British Columbia PST PST-1000-4632
Quebec QST 1021623993 TQ001
Saskatchewan PST 1895663
- ◆ Federal Employer Identification Number: 41-1426973
- ◆ VAT Reg # EU826006554

CONTACT INFORMATION

- | | Telephone | E-Mail |
|-------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------|
| ◆ Customer Service | 800-328-4880 | customerservice@thomsonreuters.com |
| ◆ Federal Government Accounts | 800-328-2781 | fedgovt@thomsonreuters.com |
| ◆ International Accounts | | west.international.account.service@thomsonreuters.com |
| ◆ FindLaw® | 800-328-4880 | findlawcustomerservice@thomsonreuters.com |
| ◆ Payment Inquiries | | west.arpaymentcenter@thomsonreuters.com |

THOMSON REUTERS - WEST PUBLISHING CORPORATION PRINT RETURN POLICY

- ◆ If you are not completely satisfied with the products you purchase from West (Thomson Reuters), you may return them. In order to receive credit returns must be received within 45 days of the ship date. If a return is received after 45 days, we regret that we cannot issue a refund or send the merchandise back to you. Your ship date can be found on your invoice or online at myaccount.thomsonreuters.com.
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- ◆ To ensure accurate processing, simply return merchandise in original packaging insuring contents for its value. Please refer to the shipping instructions included in your package and always enclose a copy of the original delivery or billing document, including a brief explanation of the reason for the return. All expenses associated with returns are the responsibility of the customer. Customers will forfeit any applicable discounts when returning part of a promotional sale.
- ◆ The return policy does not apply to online services and other non-print items. Please refer to your Subscriber Agreement.

PLEASE PROVIDE EXPLANATION IF PAYMENT DOES NOT EQUAL AMOUNT DUE

Special Payment Instructions:

Invoice Number

Posting Number

Amount of Payment

Explanation /Directions:

Contact:

Phone:

Email:

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To pay electronically: myaccount.thomsonreuters.com

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From: marekr@cod.edu
Sent: Thu Oct 18 09:45:37 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Thomson Reuters/West Invoice

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

From: Miller, Monica
Sent: Wednesday, October 17, 2018 2:09 PM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: Thomson Reuters/West Invoice

Bobby,

Here is what I received from Thomson Reuters. How should I proceed?

Thank you for your help.

Monica

From: Marek, Robert
Sent: Tuesday, October 16, 2018 9:22 AM
To: Miller, Monica <millermo@cod.edu>
Subject: RE: Thomson Reuters/West Invoice

Yes, we can still use P0353257 against the invoice, but I will wait to hear back from you before I do any routing. Thanks!

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

From: Miller, Monica
Sent: Tuesday, October 16, 2018 9:19 AM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: Thomson Reuters/West Invoice

Bobby,

If you could hold onto it. I think there is an amount due but not the entire amount. Do you know if I can still use the purchase order I set up last year to pay against it -- P0353257?

Thank you.

Monica

From: Marek, Robert
Sent: Tuesday, October 16, 2018 9:14 AM
To: Miller, Monica <millermo@cod.edu>
Subject: RE: Thomson Reuters/West Invoice

Hi Monica,

I just wanted to follow up on the attached invoice. Am I okay to delete this from my queue based on your email below, or should I hold onto it?

Thanks!

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

From: Miller, Monica
Sent: Monday, September 17, 2018 2:39 PM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: Thomson Reuters/West Invoice

Hi Bobby,

This is a bill for a service I don't believe we are using any longer. I will double check with the coordinator. It should not be paid, as I did not enter a PO.

Monica

From: Marek, Robert
Sent: Monday, September 17, 2018 2:36 PM
To: Miller, Monica <millermo@cod.edu>
Subject: Thomson Reuters/West Invoice

Hi Monica,

When you have a moment, can you please let me know which PO/BPO to charge the attached Thomson Reuters invoice against? This one looks a little different than the last few I've processed. Let me know if you have any questions.

Thanks!

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089469
Vendor Name: West Publishing Corporation
Invoice Number: 838995549
Invoice Date: 10/01/18
PO Number: B0359330
Check Number: E0070209
Check Amount: \$ 940.58
Check Date: 11/07/2018
Department ID: 00783
Reviewer Name: None
Voucher Number: V0540613
Redaction Type: None
Document Type: AP Invoice

Document Below

BO# 359330



COLLEGE OF DUPAGE
GENERAL COUNSEL
JOHN KNESS
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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.
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INVOICE # 838995549 POSTING # 6124254375		BILLING SUMMARY SEP 01, 2018 - SEP 30, 2018		PAGE 1
DESCRIPTION	UNITS	CHARGE IN USD	TAX IN USD	TOTAL CHARGE IN USD
DETAIL OF CHARGES				
<u>GOVERNMENT SELECT ON WESTLAW</u>				
MONTHLY CHARGES				
DATABASE CHARGES		411.74	0.00	411.74
TOTAL MONTHLY CHARGES		411.74S	0.00S	411.74S
TOTAL GOVERNMENT SELECT ON WESTLAW CHARGES		411.74SG	0.00SG	411.74SG
<u>ANCILLARY</u>				
WESTLAW USAGE CHARGES				
DOCUMENT DISPLAYS	2	200.00	0.00	200.00
TOTAL WESTLAW USAGE CHARGES		200.00S	0.00S	200.00S
TOTAL ANCILLARY CHARGES		200.00SG	0.00SG	200.00SG
TOTAL DETAIL OF CHARGES		611.74SG	0.00SG	611.74SG
TOTAL WEST INFORMATION CHARGES		611.74G	0.00G	611.74G

From: barretta333@cod.edu
Sent: Mon Oct 22 14:27:43 CDT 2018
To: invoicing@cod.edu
CC:
Subject: Westlaw Sept Invoice

Please pay the attached invoice using BO#359330. Thank you. Angela Barrett Administrative Assistant Office
of the General Counsel College of DuPage | 425 Fawell Blvd | SRC 3110 | Glen Ellyn, IL 60137
630-942-2690 (ph) | 630-942-3925 (fax) barretta333@cod.edu

[attachment: Westlaw Sept Invoice.pdf]