

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 842983659
Invoice Date: 09/04/20
PO Number: B0370485
Check Number: E0081559
Check Amount: \$ 1,263.06
Check Date: 09/15/2020
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0643809
Redaction Type: None
Document Type: AP Invoice

Document Below

Subscription Invoice

Page 1 of 3



THOMSON REUTERS

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

COLLEGE OF DUPAGE
LIBRARY

Invoice #: 842983659
Account #: 1000348199
Invoice date: September 4, 2020

**INVOICE REVIEWED
OKAY TO PAY**

9-8-20 PG # 370485

JULIE TAYLOR 09/09/20

COLLEGE OF DUPAGE LIBRARY
STANDING ORDERS SRC 2034
CAMPUS PRO
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6708

Total Due in USD
1,263.06

Payment Due
October 4, 2020

Summary	Charge USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	1,263.06	0.00	1,263.06
TOTAL INVOICE AMOUNT	1,263.06	0.00	1,263.06 LLM

**APPROVED
09/09/20 - JENNIFER MCINTOSH**

Billing note:

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at legal.thomsonreuters.com/en/support.

Self Service online resources

Sign up for E-delivery of invoices at <http://ebilling.thomsonreuters.com>
To manage your account sign up at MyAccount: <http://myaccount.tr.com/westlaw>
For online support contact us at <http://legal.thomsonreuters.com/en/support>

A

Include this portion with your payment-Folding and stapling may delay your payment

COLLEGE OF DUPAGE LIBRARY

Invoice #: 842983659
Invoice date: September 4, 2020
Account #: 1000348199
Federal Tax ID: 41-1426973
VAT reg #: EU826006554

Invoice due date: October 4, 2020
Amount due in USD: 1,263.06

Amount enclosed _____

Pay online:

Log on to <http://myaccount.tr.com/westlaw>
to make the payment electronically. Set up your
payment to be withdrawn electronically using
direct debit or credit card.

Please make checks payable to:

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

0842983659 000000000000000000000000 20200904 ZCMI 000126306 0010 1000348199 8



Self service online resources

<http://myaccount.tr.com/westlaw>

- Manage payments online and review account balances
- Sign up for automatic payments
- Update addresses and review order status
- Go Green and Sign up for ebilling
- View and download invoice details
- Manage online users' access
- Usage reports powered by Quickview+

<http://quickview.com>

- Obtain free usage reporting for cost recovery
- Obtain eDiscovery matter details

<http://ebilling.thomsonreuters.com>

- Go Green with e-billing for time savings and convenience

<https://mytr.thomsonreuters.com/content/MYTR/autopay.html>

- Easily and quickly enroll in our autopay program
- Easily make updates after setup



Thomson Reuters tax information

Canadian registration numbers

Canada GST: 13641 8480 RT0001
British Columbia PST: PST-1000-4632
Quebec QST: 1021623993 TQ001
Saskatchewan PST: 1895663

Federal Tax ID

41-1426973

VAT Reg

EU826006554



Contact us online

<https://legal.thomsonreuters.com/en/support>

- Provides answers to commonly asked questions and web forms for submitting account-related requests.



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. The ship date can be found online at My Account (<http://myaccount.tr.com/westlaw>)
- Please note that products included within programs such as, but not limited to, Library Maintenance Agreement/Library Management Arrangement, Library Savings Plan, West Complete, Assured Print Pricing, WestPack, and Special Offer agreements cannot be separately cancelled or returned and are nonrefundable. These programs provide our most favorable terms, and titles within these programs are not eligible for refund.
- To ensure accurate processing, simply return merchandise in its original packaging via a trackable shipping method and insure the merchandise for its value. Always enclose a copy of the original delivery or billing document and include 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. To verify our receipt of your return and any credit applied, access the Returns History section in My Account (<http://myaccount.tr.com/westlaw>)
- The return policy does not apply to online, hosted, software, or Thomson Reuters ProView® eBook products. Please refer to your order form.



Payment options and terms

Pay Online

To make a payment online or sign up for AutoPay, please visit <http://myaccount.tr.com/westlaw>

Electronic payments should be issued to

West Publishing Corporation
BMO Harris Bank N.A.,
115 S LaSalle St, Chicago IL 60603
Bank Routing #: 071000288
Bank Account #: 4445615
SWIFT Code: HATRUS44

When making payment please include your invoice number to assist with correctly applying your payment or email the remittance to west.arpaymentcenter@thomsonreuters.com

Pay via Phone

To make a payment via telephone, please call 1-800-328-4880 Say Account Services, then provide account number, say make a payment

Check

Check payments should be mailed to the address on the front of invoice in the remittance section. To ensure timely application, return the remittance portion with your check payment.

- Terms: Net 30; products are shipped FOB shipping point
- Please do not enclose cash or additional correspondence
- Payments marked "paid in full," or with any other restrictive language, shall not operate as an accord and satisfaction without the prior written approval of West (Thomson Reuters).

Subscription Invoice

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

**COLLEGE OF DUPAGE
LIBRARY**

Invoice #: 842983659
Account #: 1000348199
Invoice date: September 4, 2020

Library Plan Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1000348199 COLLEGE OF DUPAGE LIBRARY STANDING ORDERS SRC 2034 CAMPUS PRO 425 FAWELL BLVD GLEN ELLYN IL 60137-6708 Ship/Post date: September 2 September 1, 2020 - September 30, 2020 WEST COMPLETE LIBRARY SUB (Unique identifier 0000778991) BOOKS & BOUND VOLUMES	6137152039			1,263.06	0.00	1,263.06

Library Plan Charges Total USD
1,263.06

From: millerl@cod.edu
Sent: Tue Sep 08 10:44:43 CDT 2020
To: invoicing@cod.edu
CC:
Subject: BO # 370485 West Payment Center Invoice # 842983659

Larisa Miller

Supervisor – Acquisitions
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