

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 843678831
Invoice Date: 01/04/21
PO Number: B0370485
Check Number: E0083126
Check Amount: \$ 1,347.85
Check Date: 01/27/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0657775
Redaction Type: None
Document Type: AP Invoice

Document Below

Subscription Invoice

Page 1 of 4



THOMSON REUTERS®

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

COLLEGE OF DUPAGE
LIBRARY

Invoice #: 843678831
Account #: 1000348199
Invoice date: January 4, 2021

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

Total Due in USD
1,351.47

Payment Due
February 3, 2021

Summary	Charge USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	1,351.47	0.00	1,351.47
TOTAL INVOICE AMOUNT	1,351.47	0.00	1,351.47

**INVOICE REVIEWED
OKAY TO PAY**

Billing note:

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other content like knowledge of the Billing, payment, returns & refunds section online at <http://legal.thomsonreuters.com/en/support>

JENNIFER TAYLOR 01/26/21

01/26/21 - JENNIFER MCINTOS
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](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 #: 843678831
Invoice date: January 4, 2021
Account #: 1000348199
Federal Tax ID: 41-1426973
VAT reg #: EU826006554

Invoice due date: February 3, 2021
Amount due in USD: 1,351.47

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payment to be withdrawn electronically using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

0843678831 000000000000000000000000 20210104 ZCMI 000135147 0010 1000348199 0



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.,
111 West Monroe Street, 9th floor West, 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

Page 3 of 4



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

**COLLEGE OF DUPAGE
LIBRARY**

Invoice #: 843678831
Account #: 1000348199
Invoice date: January 4, 2021

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: January 1 January 1, 2021 - January 31, 2021 WEST COMPLETE LIBRARY SUB (Unique identifier 0000778991) BOOKS & BOUND VOLUMES	6139368731			1,351.47	0.00	1,351.47

Library Plan Charges Total USD
1,351.47

Continued on next page



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

COLLEGE OF DUPAGE
LIBRARY

Monthly Account Summary

Account #: 1000348199

Cleared Charges within December 5, 2020 to January 4, 2021

Document date	Document #	Description	Amount USD	Notes
12/18/2020	027573660	Eletronic Payment	-1,351.47	PAYMENT RECEIVED - THANK YOU
12/04/2020	0843507295	Subscription Invoice	1,351.47	

Open Balance Through January 4, 2021

Document date	Document #	Description	Amount USD	Notes	Due Date
01/01/2021	0843587796	Online Invoice	1,875.08		01/31/2021
01/04/2021	0843678831	Subscription Invoice	1,351.47		02/03/2021

Open Balance in USD as of January 4, 2021 **3,226.55**

The Monthly Account Summary is a comprehensive report of all account activity for the current subscription billing period. Payments made within the last 48 hours may not be included. Go to <http://myaccount.tr.com/westlaw> if more details are needed around these invoices and payments.

If you have questions about your outstanding balance, please contact our Account Receivable area by calling 1-800-522-0552 and select account information.

Thank you for your continued business.

Thomson Reuters

Need help and support?

- You can now find answers 24/7 to [commonly asked questions](#).
- If you want to [sign up for Auto Pay](#), it's fast, convenient, & secure.
- Want to save some time and effort? We now can provide your invoice information in an Easy Import file. Click [Here](#) to find out more and get setup today.

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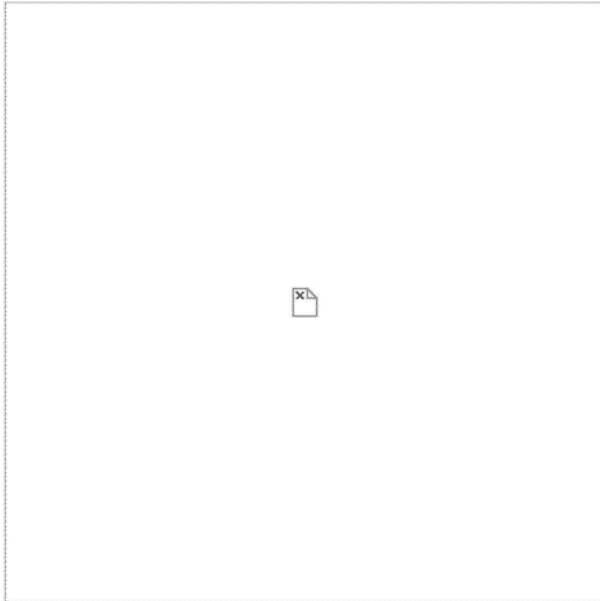


[attachment: truslegal_1000348199_20210106_19366535_7050114839.pdf]

From: Thomson Reuters US Legal <trebilldelivery@thomsonreuters.com >
Sent: Wed Jan 06 12:39:10 CST 2021
To: mcintoshj144@cod.edu,invoicing@cod.edu
CC:
Subject: Acct No. 1000348199: Your Subscription Invoice From TR eBill Delivery is Attached

This is an automatically generated email, please do not reply.

x



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

Dear College Of Dupage Library

Please find your Subscription Invoice attached.

Account Number

1000348199

Invoice Number

843678831

Total due in USD
1,351.47

Payment due
February 3 2021

Pay Now

If you are signed up for AutoPay, your payment will be automatically withdrawn from your account.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 6139507132
Invoice Date: 01/07/21
PO Number: B0370485
Check Number: E0083126
Check Amount: \$ 1,347.85
Check Date: 01/27/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0657836
Redaction Type: None
Document Type: AP Invoice

Document Below

Credit note



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

Page 1 of 1

COLLEGE OF DUPAGE LIBRARY

Credit # : 6139507132
Account # : 1000348199
Credit date: January 7, 2021
Purchase order # :

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

Credit Amount in USD

-3.62

Payment not required
for credit amount

Product Detail	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
Online Charges Credit			-3.62	0.00	-3.62

Credit information:

Credit for reference #: 6139392233
Credit for invoice#: 0843587796
Credit Type: Online Credit
Reason: Misunderstood terms of agreement

This credit note will be applied to the reference/invoice number posted above. If the invoice has already been paid, the credit memo will be applied to any aged invoices and a refund check will be issued for any remaining credit balance.

Additional details:

APPROVED

Self-service online resources available



To view the status of your credit, please sign up/login to MyAccount at <http://myaccount.thomsonreuters.com> and select the Billing & Payment tab, then click Open Items & Balance.

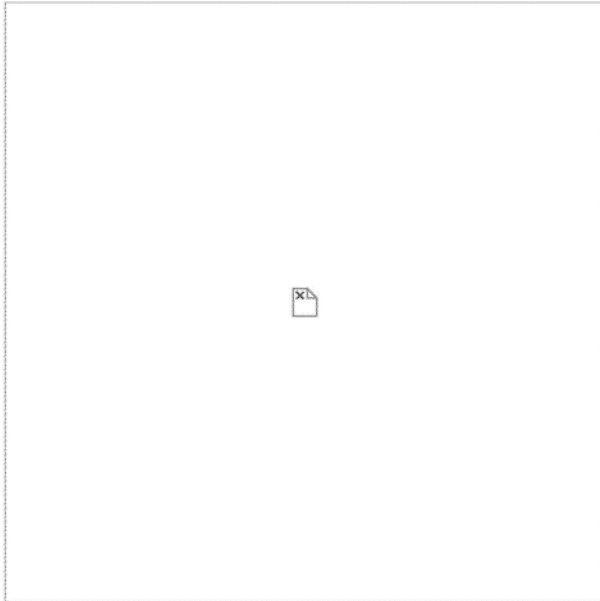
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01/26/21 JENNIFER MCINTOSH

From: Thomson Reuters US Legal <trebilldelivery@thomsonreuters.com >
Sent: Fri Jan 08 08:17:15 CST 2021
To: mcintoshj144@cod.edu, invoicing@cod.edu
CC:
Subject: Acct No. 1000348199: Your Credit Note From TR eBill Delivery is Attached

This is an automatically generated email, please do not reply.

x



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

Dear College Of Dupage Library

Please find your Credit note attached.

Account Number

1000348199

Credit Number

6139507132

Credit amount in USD

- 3.62

Payment not required for credit
amount

The credit was issued to your account as the result of a returned product or an account adjustment.

For your reference, a PDF of the detailed credit note is attached. This credit may have already been applied to charges on your account. To see the current status of your credit, please visit

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

Thank you for your continued business.

Thomson Reuters

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[attachment: truslegal_1000348199_20210108_19387917_7061087747.pdf]

Information and **payment details**



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Saskatchewan PST: 1895663

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VAT Reg

EU826006554



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- 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.



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Electronic payments in US currency should be issued to

West Publishing Corporation
BMO Harris Bank N.A.,
111 West Monroe Street, 9th Floor West, Chicago IL 60603
Bank Routing #: 071000288
Bank Account #: 4445615
SWIFT Code: HATRUS44

Electronic payment details for other currencies

<http://legal.tr.com/electronic-funds-transfer>

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

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