

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089469  
Vendor Name: West publishing  
Invoice Number: 22713710  
Invoice Date: 06/09/21  
PO Number:  
Check Number: e0085170  
Check Amount: \$ 653.35  
Check Date: 06/16/2021  
Department ID: 00433  
Reviewer Name: None  
Voucher Number: V0686205  
Redaction Type: None  
Document Type: AP Invoice

Document Below



THOMSON REUTERS®

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

## COLLEGE OF DUPAGE PROGRAM

Invoice # : 22713710  
Account # : 1003487259  
Invoice date: June 09, 2021  
Purchase order # :

COLLEGE OF DUPAGE PROGRAM  
TERESA DIETZ  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137-6708

Total Due in USD  
**653.35**

Product Detail	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
WEST PROFLEX 06/01/2021-06/30/2021	1	653.35	653.35	0.00	653.35

**Billing note:**

**APPROVED**  
**06/14/21 - KRISTINE FAY**

Pricing and Tax Subject to Change.  
If applicable, ancillary charges will be billed separately and are payable.



**Self-service online resources available**

You can now find answers 24/7 to commonly asked questions online at <https://legal.thomsonreuters.com/en/support>.

Find information on billing, returns, account maintenance, OnePass, orders, subscriptions, contracts and more.

## COLLEGE OF DUPAGE PROGRAM

Invoice#: 22713710  
Invoice date: June 09, 2021  
Account #: 1003487259  
Federal Tax ID: 41-1426973  
VAT reg #: EU372021573/GB369490158

Amount due in USD : 653.35

**Please make checks payable to:**

**Amount enclosed:**

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

[illegible]

# Information and **payment details**



## 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 eInvoicing
- View and download invoice details
- Manage online users' access
- Usage reports powered by Quickview+

### <http://www.quickview.com>

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

### <http://ebilling.thomsonreuters.com>

- Go Green with eInvoicing 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/HST: 13641 8480 RT0001  
British Columbia PST: PST-1000-4632  
Quebec QST: 1021623993 TQ001  
Saskatchewan PST: 1895663

### Federal Tax ID

41-1426973

### VAT Reg Numbers

EU372021573  
GB369490158



## 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

Include your invoice number to assist with applying your payment or email the remittance to [west.arpaymentcenter@thomsonreuters.com](mailto:west.arpaymentcenter@thomsonreuters.com)

### Pay Online

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

### 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>

### 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).

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From: ThomsonReutersCustomerSupport USL <thomsonreuterscustomersupportusl@thomsonreuters.com >  
Sent: Thu Jun 10 07:51:55 CDT 2021  
To: invoicing@cod.edu,norrist@cod.edu  
CC:  
Subject: [External] CS Frontline - Case Number: 07569009 - [ ref:\_00D30pLSL.\_5004O16i87q:ref ]  
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CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.



## THOMSON REUTERS

Hello TERESA DIETZ,

Thank you for contacting Thomson Reuters Customer Service regarding your request for a ProForma for the month of June. I have attached it to this email.

Please note that pricing is subject to change if users bypass warning and continue with research outside of the plan.

Your confirmation number for this contact is 07569009. Please call if you need additional assistance.

Thank you,  
Hailey Franklin  
Thomson Reuters  
800-328-4880

24/7 Solutions to Save You Time  
Visit [Customer Service on the Web](#) for answers to common questions  
Visit [My Account](#) to make a payment, manage online users and more

Note: Please DO NOT change the subject line when replying to this email address. Changing the subject line will result in non-delivery of your email. For new inquiries, call 1-800-328-4880.

x

THOMSON REUTERS



ref:\_00D30pLSL.\_5004O16i87q:ref

[attachment: 22713710 ProForma.pdf]

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089469  
Vendor Name: West Publishing Corporation  
Invoice Number: 844440869  
Invoice Date: 06/01/21  
PO Number: B0370428  
Check Number: E0085170  
Check Amount: \$ 1,306.70  
Check Date: 06/16/2021  
Department ID: 00783  
Reviewer Name: None  
Voucher Number: V0684357  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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INVOICE # 844440869 PO # BO370428	WEST INFORMATION CHARGES INVOICE MAY 01, 2021 - MAY 31, 2021	PAGE 1	
DESCRIPTION	CHARGE IN USD	TAX IN USD	TOTAL CHARGE IN USD
WEST INFORMATION CHARGES	653.35	0.00	653.35

APPROVED

06/09/21 - LILIANNA KALIN

## IMPORTANT NEWS

COMING SOON! We heard you, expect a new look on your next invoice.  
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](http://legal.thomsonreuters.com/en/support).

**FOR BILLING INFORMATION CALL**

1-800-328-4880

1000348199

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RETURN BOTTOM PORTION WITH PAYMENT

INVOICE #	844440869
INVOICE DATE	06/01/2021
ACCOUNT #	1003487259
VENDOR #	41-1426973
VAT REG#	EU826006554

WEST INFORMATION CHARGES  
MAY 01, 2021 - MAY 31, 2021

AMOUNT DUE IN USD	653.35
DUE DATE	07/01/2021
AMOUNT ENCLOSED IN USD	

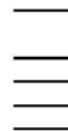
Thomson Reuters - West  
Payment Center  
P.O. Box 6292  
Carol Stream, IL 60197-6292

COLLEGE OF DUPAGE PROGRAM  
TERESA DIETZ  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6708

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COLLEGE OF DUPAGE PROGRAM  
TERESA DIETZ  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6708

Go Green with e-billing for time savings and convenience: [ebilling.thomsonreuters.com](http://ebilling.thomsonreuters.com)

To pay electronically: [myaccount.thomsonreuters.com](http://myaccount.thomsonreuters.com)

## ONLINE RESOURCES

### [myaccount.thomsonreuters.com/Westlaw](http://myaccount.thomsonreuters.com/Westlaw)

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

### [quickview.com](http://quickview.com)

- ♦ Obtain free usage reporting for cost recovery

### [legal.thomsonreuters.com](http://legal.thomsonreuters.com)

- ♦ Software, products, and services information
- ♦ Account and contact information
- ♦ User guides and filing instructions

### [thomsonreuters.com](http://thomsonreuters.com)

- ♦ Learn more about our company

## REMITTANCE AND TERMS

- ♦ Terms: Net 30, and products are shipped FOB Shipping Point.
- ♦ Do not send cash. Make checks payable to:  
Thomson Reuters - West Publishing Corp
- ♦ Payments marked "paid in full", or with any other restrictive language, shall not operate as an accord and satisfaction
- ♦ without prior written approval of West (Thomson Reuters)
- ♦ 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    |
|-----------------------------------|--------------|
| ♦ Customer Service                | 800-328-4880 |
| ♦ Federal Government Accounts     | 800-328-2781 |
| ♦ State/Local Government Accounts | 800-325-5325 |
| ♦ FindLaw®                        | 800-328-4880 |

Time savings tip:  
[legal.thomsonreuters.com/en/support](http://legal.thomsonreuters.com/en/support)  
provides answers to commonly asked  
questions and web forms to  
submit account related requests

## 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 shipdate. 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](http://myaccount.thomsonreuters.com)
- ♦ Please note that products included in WestPack, Library Management Arrangement (LMA), West Complete, Library Savings Plan and Assured Print Pricing programs are non-refundable. These programs provide our most favorable terms and titles within are not eligible to be refunded.  
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
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Explanation /Directions:

Contact: Phone: Email:

Go Green with e-billing for time savings and convenience: [ebilling.thomsonreuters.com](http://ebilling.thomsonreuters.com)

To pay electronically: [myaccount.thomsonreuters.com](http://myaccount.thomsonreuters.com)

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From: TReBillDelivery@thomsonreuters.com <TReBillDelivery@thomsonreuters.com >  
Sent: Fri Jun 04 09:18:44 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: [External] Your Thomson Reuters Invoice #0844440869 is Available  
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**YOUR E-BILLING INVOICE IS ATTACHED**

Dear COLLEGE OF DUPAGE PROGRAM,

Please see the attached new invoice from Thomson Reuters.

West Account #:	XXXXXX7259
Invoice #:	0844440869
Location:	COLLEGE OF DUPAGE PROGRAM
Description:	West Information Charges
Amount:	653.35 USD
Due Date:	07/01/21

Please make checks payable to Thomson Reuters - West Publishing Corp. You can also log into [My Account](#) to view invoices, account balances, and pay online.

You can now find answers 24/7 to commonly asked questions online at [Customer Service Support](#). Find information on billing/eBilling, returns, refunds, account maintenance, OnePass, orders, subscriptions, contracts and more.

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[attachment: 0844440869.pdf]