

## Existing e-Invoicing Email

Customers currently signed up for e-Invoicing will continue to receive this email format for the following document types: Online Invoice, Online Debit, and Client Level.

### Existing Functionality

- View Invoice button requires log in to view an invoice

**THOMSON REUTERS**

**E-BILLING:**  
SECURE, CONVENIENT, PAPERLESS BILLING

REUTERS/Ali Jarekji

**YOUR E-BILLING INVOICE IS AVAILABLE**

Dear Thomson Reuters \*\*TEST FOR TANYA 9-14\*\*,

You have a new invoice from Thomson Reuters. The invoice will be available through this link for 180 days.

[View Invoice](#)

West Account #:	XXXXXX5216
Invoice #:	6132697621
Location:	**TEST FOR TANYA 9-14**
Description:	New Sale Invoice
Amount:	131.76 USD AUTO-PAY
Due Date:	AUTO-PAY

Please make checks payable to Thomson Reuters - West Publishing Corp or to pay online, login to [My Account](#).

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

Please do not reply directly to this email message.

If Auto-Pay appears the amount will be charged to your bank account or credit card on or after the invoice date.

Thank you for your business.

## New e-Invoicing Email

Customers currently signed up for e-Invoicing will receive the below new e-Invoicing email format for their Subscription Invoice, Credit Note, New Sale Invoice, and Print Debit document types.

### Enhancements

- Invoice PDF is attached to email, no logging in required
- New simplified format
- Hyperlinks throughout the document:
  - Pay now - linked to My Account
  - Commonly Asked Questions - linked to Customer Support Site
  - Sign up for Auto Pay - linked to Auto Pay sign up or updates
  - Privacy Policy - linked to the policy

**THOMSON REUTERS®**

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

Dear Tanya Test

Please find your Subscription Invoice attached.

<b>Account Number</b> 1004315216	<b>Invoice Number</b> 834573774
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Total due in USD  
**325.16**

Payment due  
October 4 2019

[Pay Now](#)

If you are signed up for AutoPay, your payment will be automatically withdrawn from your account.

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