



TRV Bond Paper Processing Invoice Submission Guidelines

INVOICE SUBMISSION

Email Submission: Invoice attachments can be sent in the following file formats: .pdf, .doc, .txt, .xls. Multiple files may be attached to one email, but only one invoice per file. Send emails to: counsellinkinvoices2@lexisnexis.com and a unique confirmation number will be provided for each file attachment.

Note: The subject line and body of the email are NOT read as this email is not monitored. Direct all invoice inquiries to Customer Support (US customers may call 1-800-600-2282)

REQUIRED INVOICE CONTENT

- Service provider name and address
- Client Name – **TRV Bond**
- Matter ID
- Invoice date
- Unique invoice number
- Text in English
- Fee, disbursement, and invoice total amounts
- Tax and discount amounts separate from fee and disbursement totals (if applicable)
- Currency type

FOR FEES, PROVIDE THE FOLLOWING

- A date for each fee charge
- A complete charge description
- For hourly billing, use tenth of an hour time increments (e.g., .10, .20, .30 etc.)
- Timekeeper IDs, timekeeper rates and/or cost associated with each charge (hourly billings)
- Timekeeper summary listing the names, timekeeper IDs, hourly rates and total hours billed by each timekeeper (hourly billings)

FOR EXPENSES, PROVIDE THE FOLLOWING

- A date for each expense charge
- A complete charge description
- Number of units (pages, miles, etc. if applicable)
- Itemization of taxable and non-taxable charges (if applicable)
- Cost associated with each charge

BEST PRACTICES

- Check CounselLink to confirm your office is assigned to the Matter ID listed on your invoice
- Check CounselLink to confirm the appropriate fee structure to be used
- Check your pending queue in CounselLink and correct all errors before resubmission

INVOICE QUALITY ERRORS

- Do not send files that include multiple invoices (one invoice per file)
- Do not send invoices that cover multiple matters
- Do not send balance statements or any other non-invoice documents
- Do not send blurry or out-of-focus invoices

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