

ORDERING INSTRUCTIONS

Statewide Terms Agreement – West Publishing Corporation (dba West or Thomson Reuters) Terms Agreement

Ordering Requirements – The document contains negotiated terms and conditions only. Agencies are to utilize these terms and conditions for contract award to West Publishing Corporation for Westlaw, CLEAR, and similar services where the State is only viewing material from West.

Special Instructions– In order to use these documents, agencies will need to fill in the blanks on the Order of Precedence document, obtain agency and vendor signature on the order of precedence form, and attach the West Order Form.

Approvals Required – N/A