Vertiza — Terms of Service

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Vertiza Effective date: 14 October 2026 · Last updated: 14 October 2026 These Terms of Service (the "Terms") govern your use of Vertiza, the AI assistant service (the "Service") provided by ME Film Studios LLC ("we", "us"). By using the Service, or by connecting an account to it, you agree to these Terms. If you use the Service on behalf of a company, you confirm that you have authority to bind that company.

1. The Service

Vertiza is a private AI assistant assigned to you or your team. It can answer messages, draft documents and messages, keep notes and reminders, and, only if you connect the relevant account, read and act on your email, files and calendar at your request. You use it through the Vertiza app. The Service is provided under a separate commercial agreement or subscription between you (or your company) and us that sets the scope, price and duration. If these Terms and that agreement conflict, the agreement prevails. We may provide the Service through an affiliated company dedicated to our AI services. These Terms apply equally to that affiliate.

2. Access, devices and accounts

- Access is by invitation only. Each person may use the Service only within the space assigned to them.
- Your plan sets how many devices you may use. New app devices are approved from a device you already use. Your account area at app.stellorient.com/mi-cuenta is approved from your main device (or from any of your devices with the app, if you have not chosen a main device yet).
- You are responsible for keeping your devices secure. Remove a lost device from your account and tell us immediately if you believe someone else is using your access.
- You may connect third-party accounts (such as a Google or Microsoft account). You authorize each connection yourself, through the provider's consent screen, and you may revoke it at any time. You must have the right to connect any account you connect.

3. Acceptable use

You agree not to use the Service to:

- break the law or infringe anyone's rights;
- send spam, harass anyone, or impersonate another person or organization;
- upload malware or attempt to access systems or data that are not yours;
- extract, reverse-engineer or probe the internal workings of the Service;
- use the Service to build a competing product.

We may suspend access that violates these Terms.

4. Your content and your data

You keep all rights to the messages, files and data you provide or connect ("Your Content"). You grant us the limited license needed to operate the Service for you: to store, process and transmit Your Content to the extent necessary to provide the features you use. How we handle personal data is described in our Privacy Policy, which is part of these Terms. In particular, our use of information received from Google APIs adheres to the Google API Services User Data Policy, including its Limited Use requirements.

5. Your approval for actions on your behalf

Your assistant only takes irreversible actions (sending an email, sharing or deleting a file, sending a document for signature) after you confirm them. You are responsible for the confirmations you give. Review what your assistant drafts before you approve it.

6. AI-generated content

Vertiza uses artificial intelligence. Its output can be incomplete or wrong. Your assistant is designed to say what it does not know and to ask rather than guess, but you should verify important facts, figures, dates and legal or financial statements before relying on them. The Service does not provide legal, financial, medical or tax advice.

7. Third-party services

The Service relies on third-party providers, listed in our Privacy Policy. Their availability and terms are outside our control. Your use of a connected account is also subject to that provider's terms.

8. Fees and subscriptions

Fees, billing and payment terms are set in your commercial agreement or in the subscription you accept when you pay. Unless that agreement says otherwise, fees are non-refundable once the billing period has started. 8.1 **The charge on your card.** Vertiza is the product name. Payments are processed by Stripe and, depending on how your bank displays it, the charge may appear on your statement under the name of the company providing the service rather than the product name. If you do not recognize a charge, write to us before disputing it and we will resolve it. 8.2 **Cancellation and refunds.** You may cancel at any time, from the subscription link we email you or by writing to info@stellorient.com. Cancellation takes effect at the end of the monthly period you have already paid, and you keep access until then. If you cancel, we do not refund months already charged, we do not prorate a partial month, and the setup fee is not refundable once configuration has started. We do refund when the cause is ours: if we end the service, we refund the unused part of the current month; if we materially reduce what your plan includes and you cancel for that reason, we credit that same part; and if we cannot deliver the service, everything paid is refunded, including the setup fee.

9. Confidentiality

We treat Your Content as confidential and do not disclose it except as described in the Privacy Policy or as required by law. You agree to keep confidential any non-public information about the Service that we share with you, including how it is built and operated.

10. Intellectual property

The Service, including its software, assistants, designs and documentation, belongs to us or our licensors. These Terms do not give you any ownership of the Service. Documents and creative work your assistant produces for you are yours once delivered and paid for under your agreement.

11. Suspension and termination

You may stop using the Service at any time and may end it as your agreement provides. We may suspend or end access for breach of these Terms, for security reasons, or if required by law. On termination we delete your working data as described in the Privacy Policy.

12. Disclaimers

The Service is provided "as is" and "as available". To the fullest extent permitted by law, we disclaim all warranties, express or implied, including fitness for a particular purpose and non-infringement. We do not warrant that the Service will be uninterrupted or error-free.

13. Limitation of liability

To the fullest extent permitted by law, we will not be liable for indirect, incidental, special, consequential or punitive damages, or for lost profits, revenue or data, arising from your use of the Service. Our total liability for any claim related to the Service is limited to the fees you paid us for the Service in the twelve months before the claim.

14. Indemnity

You will defend and indemnify us against claims arising from Your Content, from your use of the Service in breach of these Terms, or from accounts you connected without the right to do so.

15. Governing law and disputes

These Terms are governed by the laws of the State of Florida, USA, without regard to conflict-of-law rules. Any dispute will be resolved in the state or federal courts located in Hillsborough County, Florida, and you consent to their jurisdiction. Before filing a claim, each party agrees to try in good faith to resolve the dispute by contacting the other in writing.

16. Changes

We may update these Terms. We will post the new version on this page and update the "Last updated" date; material changes will also be communicated directly. Continued use after a change means you accept it.

17. Contact

Vertiza · ME Film Studios LLC · info@stellorient.com

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