

Address Book

An address book came to light when the Bell Telephone Company introduced a dial service where users are responsible for dialing their own phone numbers instead of going through an operator. Thus, the company offered what we call a Black Book of Telephone Numbers, where customers can list down numbers and the caller's details for easy access, and now it is presently known as an address book.



Address Book Definition & Meaning

An address book is a collection of names, addresses, contact numbers, and other relevant information.

It is used as a reference for the user so they are able to locate and easily contact family, clients, friends, and colleagues.

What Is an Address Book?

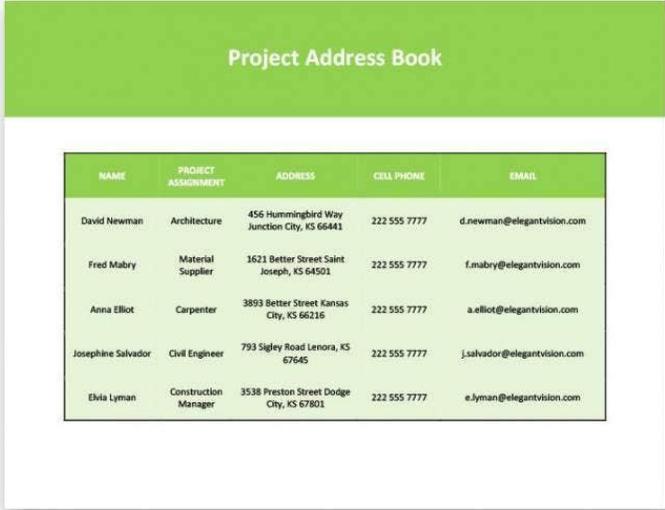
An address book is a database that is used to store contact information such as names, addresses, telephone and mobile numbers including email addresses. Before computers and cellphones, these contacts are written down in a small or medium size book that can be

carried around inside a purse or a pocket. Nowadays, an address book is stored on a software that is easier and more convenient to access and edit.

10 Types of Address Books

Project Address Book

A [project address book](#) is a database of all the members and other personnel who are involved with a certain ongoing project. Complex projects such as construction and research are often run by a large team of people which is why it is important to organize all this information. Project leaders should have a list of names and information so they are able to easily contact these individuals.



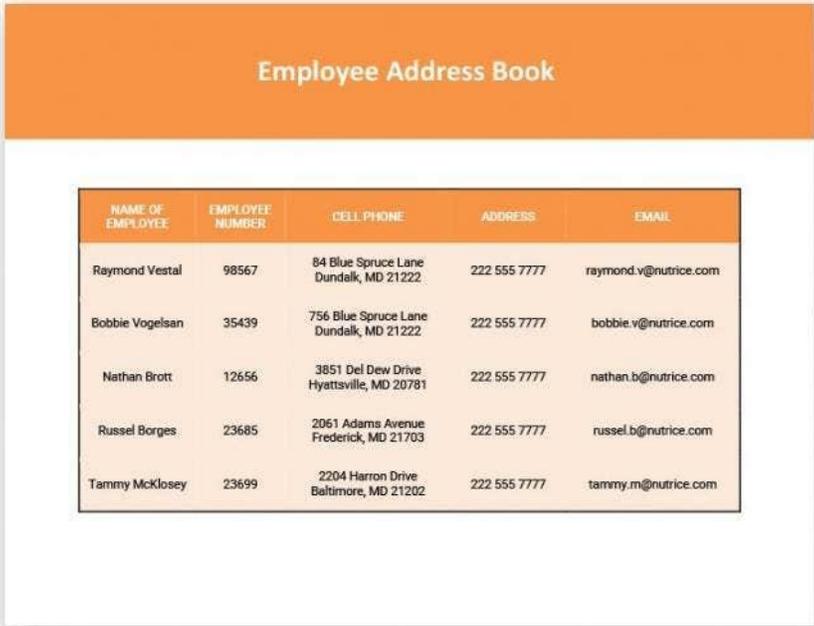
The image shows a screenshot of a 'Project Address Book' template. It features a green header with the title 'Project Address Book'. Below the header is a table with five columns: NAME, PROJECT ASSIGNMENT, ADDRESS, CELL PHONE, and EMAIL. The table contains five rows of contact information for various roles in a project.

NAME	PROJECT ASSIGNMENT	ADDRESS	CELL PHONE	EMAIL
David Newman	Architecture	456 Hummingbird Way Junction City, KS 66441	222 555 7777	d.newman@elegantvision.com
Fred Mabry	Material Supplier	1621 Better Street Saint Joseph, KS 64501	222 555 7777	f.mabry@elegantvision.com
Anna Elliot	Carpenter	3893 Better Street Kansas City, KS 66216	222 555 7777	a.elliott@elegantvision.com
Josephine Salvador	Civil Engineer	793 Sigley Road Lenora, KS 67645	222 555 7777	j.salvador@elegantvision.com
Elvia Lyman	Construction Manager	3538 Preston Street Dodge City, KS 67801	222 555 7777	e.lyman@elegantvision.com



Employee Address Book

Employees help run a business which is why it is important for management to be able to reach them anytime. An [employee address book](#) is a great way to store contact information, including emergency contacts. This will offer a sense of security in case any issues may arise in the future and there is a need to contact an employee.



The image shows a template for an Employee Address Book. It features an orange header with the title "Employee Address Book". Below the header is a table with five columns: "NAME OF EMPLOYEE", "EMPLOYEE NUMBER", "CELL PHONE", "ADDRESS", and "EMAIL". The table contains five rows of employee data.

NAME OF EMPLOYEE	EMPLOYEE NUMBER	CELL PHONE	ADDRESS	EMAIL
Raymond Vestal	98567	84 Blue Spruce Lane Dundalk, MD 21222	222 555 7777	raymond.v@nutrice.com
Bobbie Vogelsan	35439	756 Blue Spruce Lane Dundalk, MD 21222	222 555 7777	bobbie.v@nutrice.com
Nathan Brott	12656	3851 Del Dew Drive Hyattsville, MD 20781	222 555 7777	nathan.b@nutrice.com
Russel Borges	23685	2061 Adams Avenue Frederick, MD 21703	222 555 7777	russel.b@nutrice.com
Tammy McKlosey	23699	2204 Harron Drive Baltimore, MD 21202	222 555 7777	tammy.m@nutrice.com



Customer Address Book

Keeping a [customer address book](#) is essential for business. It serves as a means to be able to contact them not only if there are any issues, but for promotions and marketing purposes. This is especially handy if you want to send email blasts and newsletters.

Customer Address Book					
NAME	ADDRESS	CELL PHONE	EMAIL	ORDER	TOTAL
Paul Butler	4108 Sunny Glen Lane Warrensville Heights, OH 44128	222 555 7777	paulb@gmail.com	PO0389	\$40.00
John Sharpe	3615 Creekside Lane Lompoc, CA 93436	222 555 7777	johnsmith@gmail.com	YU9372	\$200.00
Claude Berrios	3673 Ocala Street Winter Park, FL 32789	222 555 7777	cberrios@gmail.com	FD5684	\$140.00
Marlene Grant	3443 Yorkshire Circle Gatesville, NC 27938	222 555 7777	marleneg@gmail.com	KL5265	\$50.00
Cathleen Smith	4645 Sarah Drive Lake Charles, LA 70605	222 555 7777	cathleensmith@gmail.com	NB6565	\$62.00



Company Address Book

A [company address book](#) is often used to store the contact information of other companies. This isn't just for business partners, but it could be applied to competitors as well. You can simply create this address book using a Windows Microsoft Excel application that is built to organize and store data.

Company Address Book				
NAME OF EMPLOYEE	EMPLOYEE NUMBER	CELL PHONE	ADDRESS	EMAIL
Michael Calabro	56827	222 555 7777	4606 Parrish Avenue Johnson City, TX 78636	michealc@zine.me
Minnie Goldsberry	54268	222 555 7777	648 Lynn Ogden Lane Beaumont, TX 77701	minnieg@zine.me
Gregory Camacho	23654	222 555 7777	1378 Ashton Lane Austin, TX 78744	gregoryc@zine.me
Sandra Pearsall	23698	222 555 7777	709 Birch Street El Paso, TX 79905	sandrap@zine.me
William Monzo	10265	222 555 7777	2166 Richland Avenue Sugar Land, TX 77487	williamm@zine.me



Client Address Book

Storing data of a new or potential client is crucial since companies may want to reach out to advertise their products and services. A [client address book](#) is a great tool for storing all those essential information from names, numbers, and email addresses. It is also important that this address book must be kept updated and properly organized so it can serve its purpose.

Client Address Book					
NAME	ADDRESS	CELL PHONE	ORDER NUMBER	QUANTITY	HAS THE ORDER BEEN DELIVERED? (Y/N)
Stephanie Reed	3845 Park Avenue Fair Oaks, CA 95628	222 555 7777	IE9381 (cupcake stand)	3	NO
Monique Hahn	4491 Geneva Street Brooklyn, NY 11206	222 555 7777	PD093 (Cake Base)	2	YES
Wanda Rosenfeld	4826 Travis Street Micco, FL 32976	222 555 7777	78E12 (Cake Box)	4	NO
Sandy Elder	598 Hillcrest Circle Golden Valley, MN 55427	222 555 7777	LO239 (Spatula)	2	NO
William White	1702 Willis Avenue Port Orange, FL 32129	222 555 7777	LR142 (Whisk)	3	YES



Church Address Book

A church is a congregation of people practicing a common faith. And like most organizations, it has its members which is why it is important to keep a contact database such as a [church address book](#). This is normally used for communication and sending out newsletters, emails, emails, and other updates.

EDITABLE | PRINTABLE

CHURCH ADDRESS BOOK

Church Address Book	
NAME OF MEMBER: Heather Kenney	
ADDRESS: 1993 Pike Street San Diego, CA 92128	
HOME PHONE: 222 555 7777	MEMBER SINCE: 1980
EMAIL: heather@gmail.com	VOLUNTEER INTEREST: Help feeding the homeless, blood donation drives, cleaning the community.
NAME OF MEMBER: Janice Caudell	
ADDRESS: 1684 Angie Drive Anaheim, CA 92805	
HOME PHONE: 222 555 7777	MEMBER SINCE: 2001
EMAIL: jcaudell@gmail.com	VOLUNTEER INTEREST: Help feeding the homeless, bake for a cause.
NAME OF MEMBER: David Howell	
ADDRESS: 4719 Marietta Street Santa Rosa, CA 95401	
HOME PHONE: 222 555 7777	MEMBER SINCE: 2002
EMAIL: davidh@gmail.com	VOLUNTEER INTEREST: blood donation drives, garage sale, building shelter for the homeless.
NAME OF MEMBER: Charles Robinson	
ADDRESS: 3252 Denver Avenue Fullerton, CA 93632	
HOME PHONE: 222 555 7777	MEMBER SINCE: 2002
EMAIL: charlesrobinson@gmail.com	VOLUNTEER INTEREST: Cleaning the community, foster homes for pets, garage sale.

INSTANT DOWNLOAD

W

TEMPLATE.NET

Wedding Address Book

Planning a wedding can be complicated which involves a lot of organizing and more importantly sending out invitations to wedding guests. A [wedding address book](#) is a handy tool that can ensure wedding planners that they are able to reach out to every guest on the list. Data in the address book can also be used to personally thank guests as you now have the means to contact them.

Wedding Address Book					
NAME OF GUEST	ADDRESS	CELL PHONE	EMAIL	INVITATION SEND (Y/N)	CONFIRMATION
Tera Due	1636 Medical Center Drive Tampa, FL 33607	222 555 7777	t.due@gmail.com	Yes	Confirmed
Chris Gist	2670 Morgan Street Pensacola, FL 32507	222 555 7777	gisc@gmail.com	Yes	No Response
Douglas Egan	2675 Morgan Street Pensacola, FL 32507	222 555 7777	dougie34@gmail.com	No	NA
Ernest Marshall	1149 Maryland Avenue Bayou, FL 34665	222 555 7777	emarshall@gmail.com	No	NA
Jacquelyn Cole	2531 Terry Lane Orlando, FL 32801	222 555 7777	itsjackie@gmail.com	Yes	Confirmed



Personal Address Book

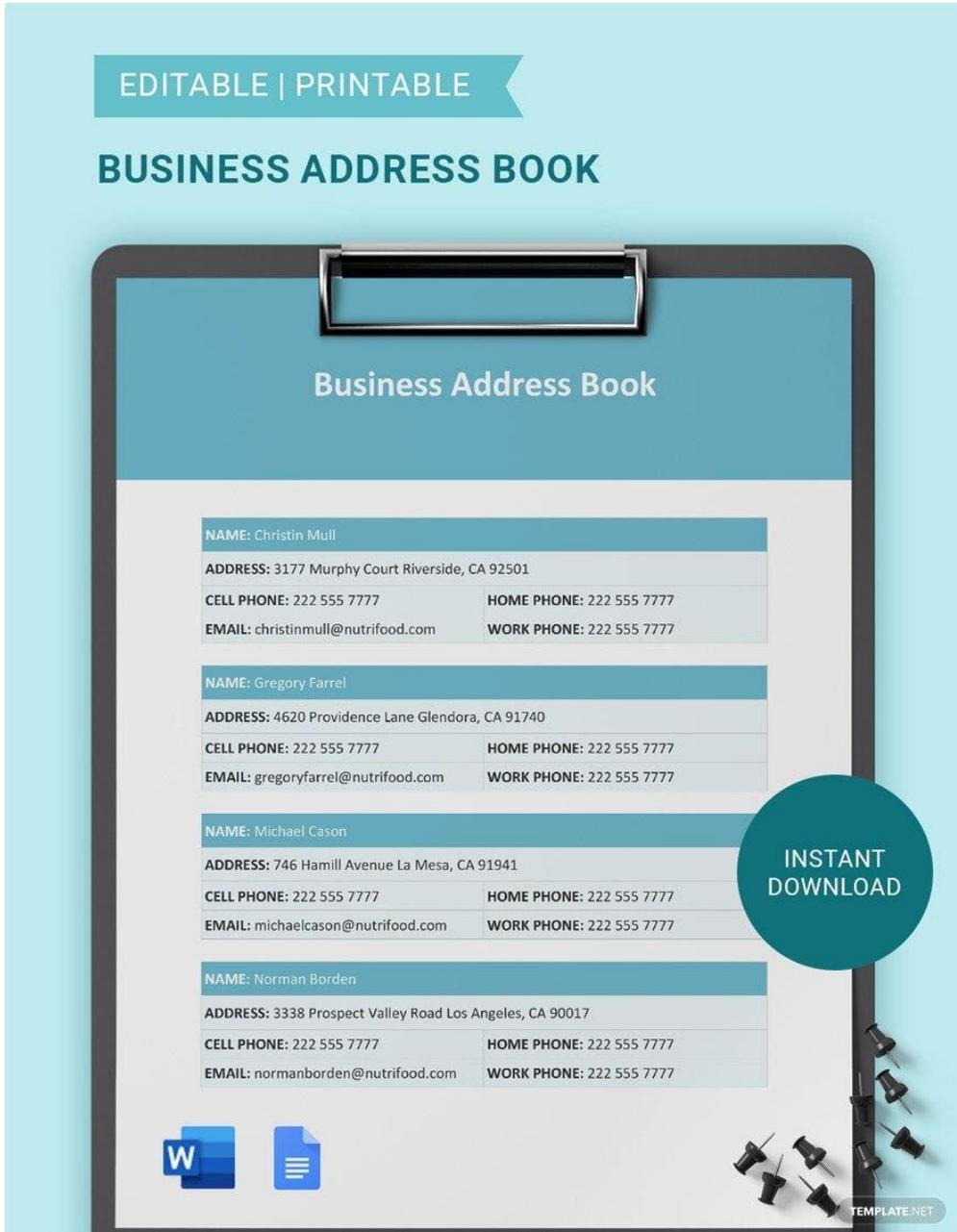
A [personal address book](#) is a list of contacts of the people you know such as family, friends, and colleagues. But of course, it may contain other contacts that are relevant to your day-to-day activities. There are various kinds of personalized address books as these could be old fashion which may look like a small DIY leather-bound book, or for a more modern take these could be stored in a computer or any electronic device complete with images.

Personal Address Book					
NAME	PHONE	OCCUPATION	BIRTHDAY	EMAIL	ADDRESS
Josephine Marshall	222 555 7777	Doctor	January 15, 1990	drjosephinemarshall@gmail.com	4713 Argonne Street New Castle, DE 19720
Angela Whitney	222 555 7777	Civil Engineer	April 34, 1998	angelaw@bluecorps.com	2641 Maud Street New Castle, DE 19720
William Robinson	222 555 7777	Lawyer	September 1, 2003	williamrobinson@rnwlawfirm.com	3451 Callison Lane New Castle, DE 19720
May Smith	222 555 7777	Principal	May 12, 1987	maysmith@ravenuniversity.com	2065 Columbia Road Holly Oak, DE 19809
Walker Fanning	222 555 7777	Plumer	October 23, 2002	wfanning@gmail.com	4900 Callison Lane Philadelphia, DE 19108



Business Address Book

A [business address book](#) is a tool that manages a company's business contacts such as vendors, suppliers, investors, and other business partners. With a lot of people and entities involved, it is necessary to organize all this contact information. You can create a business address book using word processor applications such as Google Docs or Apple Pages.



The image shows a digital template for a business address book, presented as a clipboard with a silver clip at the top. The background is a light teal color. At the top left, a teal banner contains the text "EDITABLE | PRINTABLE". Below this, the title "BUSINESS ADDRESS BOOK" is displayed in a bold, teal font. The main content area is a white sheet of paper with a teal header that reads "Business Address Book". The sheet contains four contact entries, each with a teal header for the name and a white body for the details. The entries are for Christin Mull, Gregory Farrel, Michael Cason, and Norman Borden. Each entry includes an address, cell phone, home phone, and work phone, along with an email address. At the bottom left of the sheet are icons for Microsoft Word and Google Docs. At the bottom right, there is a teal circular button with the text "INSTANT DOWNLOAD" and a small graphic of several pushpins. The website "TEMPLATE.NET" is visible in the bottom right corner.

EDITABLE | PRINTABLE

BUSINESS ADDRESS BOOK

Business Address Book

NAME: Christin Mull	
ADDRESS: 3177 Murphy Court Riverside, CA 92501	
CELL PHONE: 222 555 7777	HOME PHONE: 222 555 7777
EMAIL: christinmull@nutrifood.com	WORK PHONE: 222 555 7777

NAME: Gregory Farrel	
ADDRESS: 4620 Providence Lane Glendora, CA 91740	
CELL PHONE: 222 555 7777	HOME PHONE: 222 555 7777
EMAIL: gregoryfarrel@nutrifood.com	WORK PHONE: 222 555 7777

NAME: Michael Cason	
ADDRESS: 746 Hamill Avenue La Mesa, CA 91941	
CELL PHONE: 222 555 7777	HOME PHONE: 222 555 7777
EMAIL: michaelcason@nutrifood.com	WORK PHONE: 222 555 7777

NAME: Norman Borden	
ADDRESS: 3338 Prospect Valley Road Los Angeles, CA 90017	
CELL PHONE: 222 555 7777	HOME PHONE: 222 555 7777
EMAIL: normanborden@nutrifood.com	WORK PHONE: 222 555 7777

INSTANT DOWNLOAD

W [Google Docs icon]

TEMPLATE.NET

Emergency Address Book

An [emergency address book](#) is a list of names who could be contacted in case of an emergency and their contact numbers, addresses, and email addresses. This is quite important for institutions such as schools, companies, communities, and other nonprofit organizations. It is essential that this database is kept updated at all times.

Emergency Address Book

NAME: Florence Brooks	
ADDRESS: 4564 Oak Ridge Drive Montauk, MO 65560	
CELL PHONE: 222 555 7777	EMERGENCY CONTACT: Rosa Brooks
EMAIL: florenceb@gmail.com	EMERGENCY CELL PHONE: 222 555 7777

NAME: Clarence Cook	
ADDRESS: 4135 Blair Court Kansas City, MO 64106	
CELL PHONE: 222 555 7777	EMERGENCY CONTACT: Jake Peralta
EMAIL: clarencecook@gmail.com	EMERGENCY CELL PHONE: 222 555 7777

NAME: Josephine Greer	
ADDRESS: 178 John Daniel Drive Wardell Mayfair, MO 63879	
CELL PHONE: 222 555 7777	EMERGENCY CONTACT: Jose Millie
EMAIL: j.greer@gmail.com	EMERGENCY CELL PHONE: 222 555 7777

NAME: Lucinda Travis	
ADDRESS: 2547 Cottrill Lane Saint Louis, MO 63101	
CELL PHONE: 222 555 7777	EMERGENCY CONTACT: Amy Travis
EMAIL: lucinda.t@gmail.com	EMERGENCY CELL PHONE: 222 555 7777

- Editable | Printable
- Instant Download

W [List Icon]

TEMPLATE.NET

Address Book Uses, Purpose, Importance

Over the years the address book has evolved from a handy mini hardcover book to a now more sophisticated software found in most electronic devices. Address books are used not only for personal matters but are widely used in the business sector as well which is essential for marketing campaigns and keeping track of clients and business partners. Besides it's great to have a directory where one can easily store and manage such data as important as a list of contacts.

Storing Data

Basically, an address book is built to store people's contact information. It became a necessity because people needed a tool to use as a reference whenever there was a need to contact someone. Or a source to keep all contacts in one place. Even with the latest technology, address books are still regarded as significant as they were first created.

Monitoring and Scheduling

With the advancement of technology, you can now easily schedule appointments for your clients with an address book as a reference. It is easy to notify concerned parties and send them updates now that you have a list of contacts within your reach. Not only that you are able to monitor and keep track if any changes in someone's address or changes in someone's family name.

Sales and Marketing

Sending out email blasts, promotions and newsletters is a form of email marketing that can be quite effective. With a complete and well-organized address book, it makes it much easier to send out these emails. But of course, you can also use an address book as a reference if you need to manually send marketing materials.

Speeds Up The Process

Managing an address book helps speed up the process especially if it concerns the client's orders and affairs. If a client has entered information on their account then by linking these to your database you will be able to save and access their accounts and information. This works well for order fulfillment, addressing certain issues and optimizing time management.

Emergency

Another valuable feature of an address book is that you are able to find information about someone in case of an emergency. This is quite essential for students, employees, or even for personal concerns. Contact information in an address book can be used to trace or locate people in case of not just an emergency but for an investigation.

What's In an Address Book? Parts?

Title

In the upper portion is the title of the document so the reader would be able to identify what the document is all about.

Names

In the first column is the complete list of names.

Contact Numbers

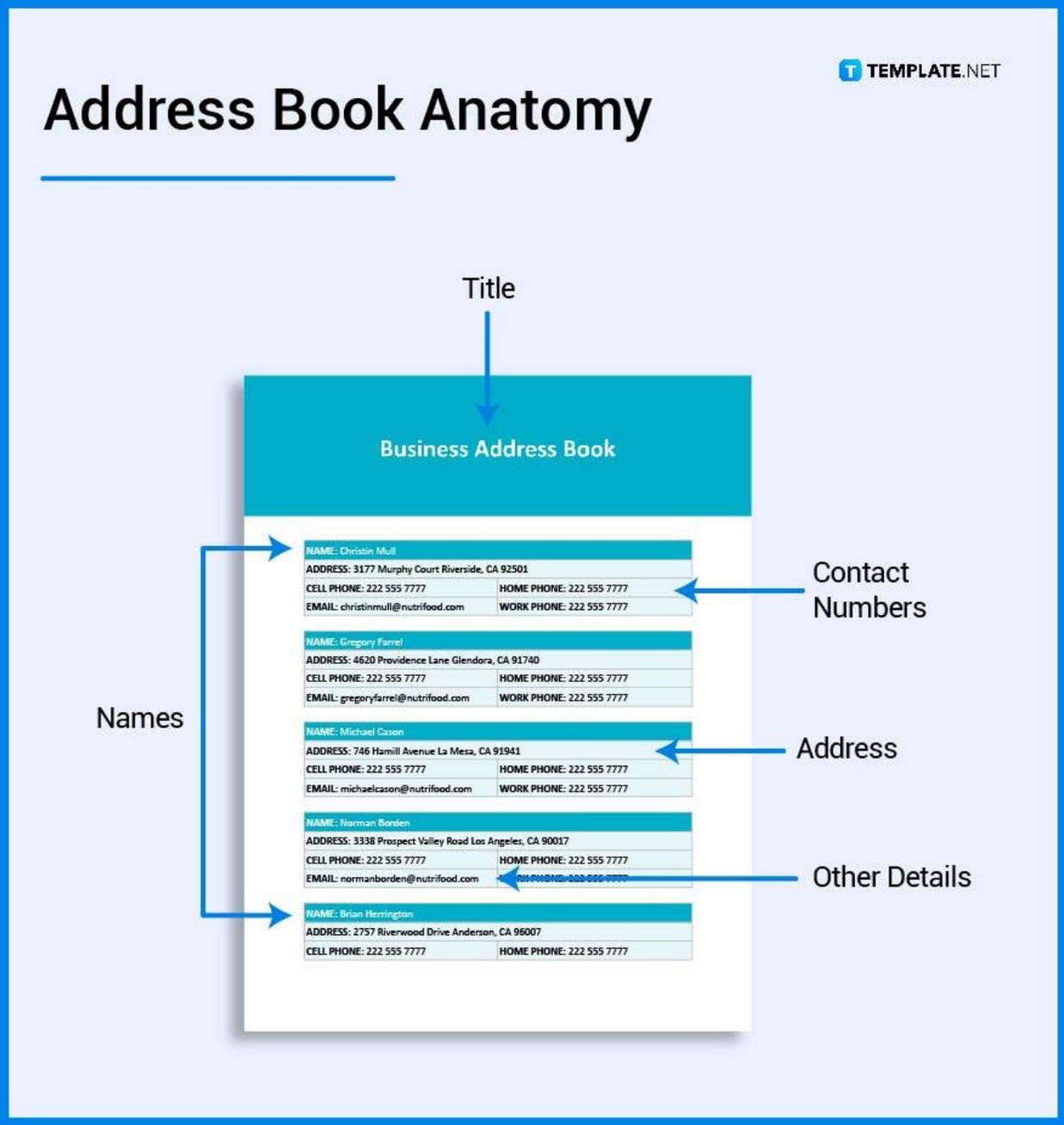
In a separate column is the list of telephone and mobile numbers.

Address

Then you need to include the complete address of the contact.

Other Details

Other details would include an email address if applicable, skype ID or any messaging app ID and photo images.



How to Design an Address Book?

1. Choose an [address book size](#).
2. Decide on the purpose of the address book.
3. Pick an [address book template](#).
4. Write down the names, addresses, contact numbers, and other relevant information.
5. Add any clipart, images, and notes.
6. Review, finalize, and download.

How to Design an Address Book?

- 1 Choose an address book size.
- 2 Decide on the purpose of the address book.
- 3 Pick an address book template.
- 4 Write down the names, addresses, contact numbers, and other relevant information.
- 5 Add any clipart, images, and notes.
- 6 Review, finalize, and download.

Address Book vs Label

An address book is a reference, a collection of names and their contact information.

A label on the other hand is used for delivery or mailing purposes, or this is referred to as a small piece of paper or any similar material attached to an object and giving information about it.

What's the Difference Between an Address Book, Contract, and Planner?

An address book is a tool used to store someone's basic information making it easier for users to find the recipients and the resources they need.

A contract is a legal agreement between two parties recorded in a document and is enforceable by law.

A planner is a person who organizes events or projects or it is also referred to as a tool that helps organize your day-to-day activities.

Address Book Sizes

Address books can come in a variety of sizes, depending on the extent of their content. The following address book sizes below are the ones commonly used.

Address Book Sizes

Types of Address Books	Size (in)
Letter	8.5 × 11
A4	8.3 × 11.7

Address Book Ideas and Examples

Address books are not only used personally but it essential for businesses or organizations that manage a sizeable amount of people. We've got a list of [address book ideas](#) and examples you can use to help you prepare this contact database.

- [Address Book Ideas and Examples](#)
- [Employee Address Book Ideas and Examples](#)
- [Photo Address Book Ideas and Examples](#)
- [Family Address Book Ideas and Examples](#)
- [Christmas Address Book Ideas and Examples](#)
- [Website Address Book Ideas and Examples](#)
- [Kids Address Book Ideas and Examples](#)
- [Wedding Address Book Ideas and Examples](#)
- [Birthday Address Book Ideas and Examples](#)
- [Professional Address Book Ideas and Examples](#)
- [Sample Address Book Ideas and Examples](#)

FAQs

How do I import records from a spreadsheet into my address book?

Save the file as CVS then open your email or an address book application and then select Import on the Menu File and then upload.

What is a personal address book?

A personal address book is a list of personal contacts that includes your family, friends, colleagues, business associates, and contact information on emergency services such as hospitals, fire departments, and the police.

How to change the default address book?

Click on Address Book, then select Tools, click on Options then choose the name of the address book you want to use by default.

What is a customer address book?

A customer address book is a database used by companies to help them keep track and reach other to their customers for updates or any pressing issues.

How do I add names to my address book?

If using an email, simply add contacts from there you can edit then save.

How do I make my contacts appear in my address book?

Go to your Contacts folder, click on address books and make sure to show the folder or modify the account settings of your software or device.

How to use the address book within Gmail?

To use an address book using your Gmail account, you can manually add contacts or select the email from a sender and add this to contacts.

How to remove the personal address book service in Outlook?

Go to Control Panel, click on Mail, select the E-mail Accounts button, select personal address book then you have an option to remove this.

What is the company address book?

A company address book which is likened to a phone book is a list of contact information that is relevant to the company such as supplier, vendors, investors, business partners, competitors and employees.

How to setup your customer address book?

To set up a customer address book you need to gather all the information you need from your customers such as their names, email addresses, location, and contact numbers then compile all these into a single database for easier access.