

Comparative Table Formats

Sample Format 1: Product Comparison

Criteria	Product A	Product B	Product C
Price	\$100	\$120	\$90
Warranty	2 years	3 years	1 year
Features	Basic	Advanced	Standard
Availability	In Stock	Out of Stock	In Stock

Sample Format 2: Policy/Procedure Comparison

Aspect	Policy X	Policy Y
Coverage	Employees Only	Employees & Contractors
Implementation Date	Jan 2022	Mar 2022
Approval Required	Yes	No
Renewal Cycle	Annual	Biennial

- Comparative tables help visualize and summarize similarities and differences among items or policies clearly.
- Criteria or aspects should be consistent and relevant for effective comparison.
- Always verify the accuracy of compared data before finalizing.
- Comparative tables are useful in decision-making, evaluation, and justification documents.